Australian Government

AMP Australian Meat Processing Training Package

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AMPSS00040 Meat Processing Cleaner (Amenities) Skill Set 3577
AMPSS00041 Meat Processing Cleaner (Boning Room) Skill Set 3579
AMPSS00042 Meat Processing Cleaner (Chiller) Skill Set 3581
AMPSS00043 Meat Processing Cleaner (Slaughter Floor) Skill Set 3583
AMPSS00044 Meat Processing Core Skill Set 3585
AMPSS00045 Meat Processing Livestock Handler Skill Set 3587
AMPSS00046 Pack Meat Products Skill Set 3589
AMPSS00047 Prepare Head for Inspection Skill Set 3591
AMPSS00048 Process Animal Covering Skill Set 3593
AMPSS00049 Produce Cooked Fermented Meat Products Skill Set 3595
AMPSS00050 Produce Cooked Meat Products Skill Set 3597
AMPSS00051 Produce Dried Meat Products Skill Set 3599
AMPSS00052 Produce Smoked Meat Products Skill Set 3601
AMPSS00053 Produce UCFM Products Skill Set 3603
AMPSS00054 Tongue Meat Recovery Skill Set 3605
AMPSS00055 Transport Livestock Skill Set 3607
AMPSS00056 Meat Processing New Supervisor Skill Set 3609
AMPSS00057 Meat Processing Waste Water Operator Skill Set (level 1) 3611
AMPSS00058 Meat Processing Waste Water Irrigation Skill Set (level 2) 3613
AMPSS00059 Meat Processing Waste Water Non-irrigation Skill Set (level 2) 3615
AMPSS00060 Meat Processing Waste Water Environment Officer Skill Set (level 3) ... 3617
AMPSS00061 Animal Welfare Officer Assistant Skill Set 3619
AMPSS00062 Food Processing Pest Control Skill Set 3621
AMPSS00063 Meat Processing Warehouse Operator Skill Set 3623
AMPSS00064 Meat Processing Warehouse Supervisor Skill Set 3625
AMPSS00065 Meat Processing Halal Slaughter Skill Set 3627
AMPSS00066 Wild Game Harvest Internal Auditor Skill Set 3629
AMPSS00067 Poultry Processing Quality Assurance Skill Set 3630
AMPSS00068 Poultry Pre-processing Skill Set (Electrical Stunning) 3632
AMPSS00069 Poultry Stunning, Bleeding, Scalding and De-feathering Skill Set 3634
AMPSS00070 Poultry Evisceration Skill Set 3636
AMPSS00071 Poultry Processing Boning and Filleting Skill Set 3638
AMPSS00072 Poultry Further Processing Skill Set 3640
AMPSS00073 Poultry Processing Waste Disposal Skill Set 3642
AMPSS00075 Poultry Pre-processing Skill Set (Gas Stunning) 3644
AMPSS00076 Poultry Processing Initial Chilling Skill Set 3646

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

AMP20117 Certificate II in Meat Processing (Food Services)

Modification History

Release	Comments
Release 4	This version released with AMP Australian Meat Processing Training Package Version 5.1
Release 3	This version released with AMP Australian Meat Processing Training Package Version 5.0
Release 2	This version released with AMP Australian Meat Processing Training Package Version 4.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 3.0.

Qualification Description

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

The AMP20117 Certificate II in Meat Processing (Food Services) is a highly flexible qualification enabling selections to be made from a wide range of units.

Graduates from this qualification will be able to:

- access, record and act on a defined range of information from a range of sources
- apply and communicate known solutions to a limited range of predictable problems
- use a limited range of equipment to complete tasks involving known routines and procedures with a limited range of options.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 14* units of competency:

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- 6 core units plus
- 8 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 6 from the elective groups A, B, C, D, E, F or G
- Either AMPA2068 Inspect meat for defects or AMPA2078 Inspect meat for defects in a packing room may be selected. A candidate may not select both units.

*** Important note**: Units selected from Group A 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).

The remaining 2 units may be selected from the elective list, or this or any other endorsed Training Package or Accredited Course. Selected units must be relevant to job outcomes in Food Services and must be chosen to ensure the integrity of the qualification outcome at AQF level 2.

Core Units

AMPCOR201	Maintain personal equipment
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR203	Comply with Quality Assurance and HACCP requirements
AMPCOR204	Follow safe work policies and procedures
AMPCOR205	Communicate in the workplace
AMPCOR206	Overview the meat industry

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A (Units from the Abattoirs sector)

Operate mechanical aids

AMPA2026	Operate whizzard knife	2
AMPA2031	Operate circular saw	1
AMPA2035	Operate new technology or process	2
AMPA2037	De-rind meat cuts	2

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AMPA2038	De-nude meat cuts	2
AMPA2040	Operate frenching machine	1
AMPA2041	Operate cubing machine	1
AMPA2042	Cure and corn product in a meat processing plant	2

Trim carcase

AMPA2044*	Trim neck	2
AMPA2045*	Trim forequarter to specification	2
AMPA2046*	Trim hindquarter to specification	2
AMPA2047*	Inspect hindquarter and remove contamination	2
AMPA2048*	Inspect forequarter and remove contamination	2
AMPA2049*	Remove spinal cord	2

Despatch carcase from the slaughter floor

AMPA2060	Grade carcase	8
AMPA2061	Weigh carcase	2
AMPA2062	Operate semi-automatic tagging machine	4
AMPA2063*	Measure fat	2
AMPA2064	Label and stamp carcase	2
AMPA2065	Wash carcase	1
AMPA2067*	Remove tenderloin	2

Pack meat products

AMPA2068*	Inspect meat for defects	4
AMPA2069	Assemble and prepare cartons	2

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AMPA2070	Identify cuts and specifications	6
AMPA2071	Pack meat products	6
AMPA2073	Operate carton scales	2
AMPA2078	Inspect meat for defects in a packing room*	4

Operate packaging machinery

AMPA2072	Operate carton sealing machine	2
AMPA2074	Operate strapping machine	2
AMPA2075	Operate carton forming machine	2
AMPA2076	Operate automatic CL determination machine	2
AMPA2077	Operate bag forming equipment	1

Loadout product

AMPA2108	Loadout meat product	4
AMPA2109	Store carcase product	2
AMPA2110	Store carton product	2
AMPA2111	Locate storage areas and product	2
AMPA2112	Complete re-pack operation	4
AMPA2113	Bag carcase	1

Clean after operations

AMPA2171	Clean carcase hanging equipment	4

Clean after operations

AMPA2172	Clean amenities and grounds	2
AMPA2173	Overview cleaning program	2

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AMPA2174	Clean after operations – boning room	4

Operate vehicle

AMPA2176	Transport meat and meat products	4

Group B (Units from the poultry processing sector)

AMPP201	Operate a poultry dicing, stripping or mincing process
AMPP202	Operate a poultry evisceration process
AMPP203	Grade poultry carcase
AMPP204	Harvest edible poultry offal
AMPP205	Operate a poultry marinade injecting process
AMPP206	Operate a poultry washing and chilling process
AMPP207	Operate the bird receival and hanging process
AMPP208	Operate a poultry stunning, killing and defeathering process
AMPP209	Operate the live bird receival process
AMPP210	Prepare birds for stunning

Group C (Units from the meat retailing sector)

AMPR101	Identify species and meat cuts
AMPR102*	Trim meat for further processing
AMPR103	Store meat product
AMPR104*	Prepare minced meat and minced meat products
AMPR105	Provide service to customers
AMPR106	Process sales transactions
AMPR107	Undertake minor routine maintenance

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AMPR108	Monitor meat temperature from receival to sale
AMPR201	Break and cut product using a bandsaw
AMPR202	Provide advice on cooking and storage of meat products
AMPR203	Select, weigh and package meat for sale
AMPR204	Package products using manual packing and labelling equipment
AMPR205*	Use basic methods of meat cookery
AMPR206	Vacuum pack products in a retail operation
AMPR207	Undertake routine preventative maintenance
AMPR208	Make and sell sausages
AMPR209*	Produce and sell value-added products
AMPR210	Receive meat products
AMPR212	Clean meat retail work area

Group D (Units from the Smallgoods sector)

AMPS201	Package product using thermoform process
AMPS203	Operate bar and coder systems
AMPS205	Select, identify and prepare casings
AMPS206	Manually shape and form product
AMPS207	Slice product using simple machinery
AMPS208	Rotate stored meat
AMPS209	Rotate meat product
AMPS210	Inspect carton meat
AMPS211	Prepare dry ingredients
AMPS212	Measure and calculate routine workplace data
AMPS213	Manually link and tie product

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Group E (Meat Processing cross-sectoral units)

AMPX201	Prepare and operate bandsaw
AMPX202	Clean work area during operations
AMPX203	Operate scales and semi-automatic labelling machinery
AMPX204	Maintain production records
AMPX205	Clean chillers
AMPX206	Operate forklift in a specific workplace
AMPX207	Vacuum pack product
AMPX208	Apply environmentally sustainable work practices
AMPX209	Sharpen knives
AMPX210*	Prepare and slice meat cuts
AMPX211*	Trim meat to specifications
AMPX212	Package product using automatic packing and labelling equipment
AMPX213	Despatch meat product
AMPX214	Package meat and smallgoods product for retail sale
AMPX215	Operate tenderiser
AMPX216	Operate mincer
AMPX217	Package product using gas flushing process
AMPX218	Operate metal detection unit
AMPX219	Follow electronic labelling and traceability systems in a food processing establishment
AMPX230	Undertake pest control in a food processing establishment

Group F (Units from the food processing sector)

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FBPOPR1010	Carry out manual handling tasks
FBPOPR2001	Work effectively in the food processing industry
FBPOPR2002	Inspect and sort materials and product
FBPOPR2007	Work in a freezer storage area
FBPOPR2010	Work with temperature controlled stock
FBPOPR2012	Maintain food safety when loading, unloading and transporting food
FBPOPR2014	Participate in sensory analyses
FBPOPR2018	Operate a case packing process
FBPOPR2019	Fill and close product in cans
FBPOPR2020	Operate a form, fill and seal process
FBPOPR2021	Operate a fill and seal process
FBPOPR2022	Operate a high speed wrapping process
FBPOPR2023	Operate a packaging process
FBPOPR2026	Operate a forming or shaping process
FBPOPR2027	Dispense non-bulk ingredients
FBPOPR2028	Operate a mixing or blending process
FBPOPR2029	Operate a baking process
FBPOPR2031	Operate a coating application process
FBPOPR2033	Operate a depositing process
FBPOPR2034	Operate an evaporation process
FBPOPR2035	Operate an enrobing process
FBPOPR2036	Operate an extrusion process
FBPOPR2037	Operate a filtration process
FBPOPR2038	Operate a grinding process

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FBPOPR2039	Operate a frying process
FBPOPR2040	Operate a heat treatment process
FBPOPR2041	Operate a mixing or blending and cooking process
FBPOPR2042	Operate a drying process
FBPOPR2043	Operate an homogenising process
FBPOPR2044	Operate a retort process
FBPOPR2045	Operate pumping equipment
FBPOPR2046	Operate a production process
FBPOPR2047	Operate a portion saw
FBPOPR2048	Pre-process raw materials
FBPOPR2049	Operate a reduction process
FBPOPR2050	Operate a separation process
FBPOPR2051	Operate a spreads production process
FBPOPR2052	Operate a chocolate tempering process
FBPOPR2053	Operate a washing and drying process
FBPOPR2054	Operate a water purification process
FBPOPR2056	Operate a freezing process
FBPOPR2057	Operate a membrane process
FBPOPR2058	Operate a holding and storage process
FBPOPR2059	Operate a continuous freezing process
FBPOPR2060	Operate an automated cutting process
FBPOPR2062	Work in a clean room environment
FBPOPR2063	Clean equipment in place
FBPOPR2064	Clean and sanitise equipment
FBPOPR2065	Conduct routine maintenance

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FBPOPR2066	Apply sampling procedures
FBPOPR2067	Work in a food handling area for non-food handlers
FBPOPR2068	Operate a process control interface
FBPOPR2069	Use numerical applications in the workplace
FBPOPR2073	Work in a socially diverse environment
FBPOPR4001	Apply principles of statistical process control
FBPPPL2001	Participate in work teams and groups
FBPSUG2022	Operate a waste water treatment system

Group G (Imported Units from Other Training Packages)

BSBTEC101	Operate digital devices
CPPCLO3020	Pressure wash and clean surfaces
CPPCLO3035	Maintain cleaning storage areas
CPPCLO3036	Clean at heights
CPPCLO3038	Clean food-handling areas
HLTAID011	Provide First Aid
MSL922001	Record and present data
SIRRRTF001	Balance and secure point-of-sale terminal
TLIA0003	Complete and check import/export documentation
TLIA2014	Use product knowledge to complete work operations
TLIA2021	Despatch stock
TLIA4025	Regulate temperature controlled stock
TLID2003	Handle dangerous goods/hazardous substances
TLID2004	Load and unload goods/cargo
TLID2010	Operate a forklift

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TLID0006	Move materials mechanically using automated equipment
TLIK2010	Use infotechnology devices in the workplace

Prerequisite requirements

Unit of competency	**Prerequisite requirement**
AMPA2044 Trim neck	AMPX209 Sharpen knives
AMPA2045 Trim forequarter to specification	AMPX209 Sharpen knives
AMPA2046 Trim hindquarter to specification	AMPX209 Sharpen knives
AMPA2047 Inspect hindquarter and remove contamination	AMPX209 Sharpen knives
AMPA2048 Inspect forequarter and remove contamination	AMPX209 Sharpen knives
AMPA2049 Remove spinal cord	AMPX209 Sharpen knives
AMPA2063 Measure fat	AMPX209 Sharpen knives
AMPA2067 Remove tenderloin	AMPX209 Sharpen knives
AMPA2068 Inspect meat for defects	AMPX209 Sharpen knives
AMPR102 Trim meat for further processing	AMPX209 Sharpen knives
AMPR104 Prepare minced meat and minced meat products	AMPX209 Sharpen knives
AMPR205 Use basic methods of meat cookery	AMPX209 Sharpen knives
AMPR209 Produce and sell	AMPX209 Sharpen knives

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Unit of competency	Prerequisite requirement
value-added products	
AMPX210 Prepare and slice meat cuts	AMPX209 Sharpen knives
AMPX211 Trim meat to specifications	AMPX209 Sharpen knives

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMP20117 Certificate II in Meat Processing (Food Services) Release 4	AMP20117 Certificate II in Meat Processing (Food Services) Release 3	Qualification updated to remove two elective units that have been deleted as part of meeting Skills Ministers' priority of removing training products with low or no enrolments, as agreed by the AISC	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMP20316 Certificate II in Meat Processing (Abattoirs)

Modification History

Release	Comments
Release 4	This version released with AMP Australian Meat Processing Training Package Version 5.1
Release 3	This version released with AMP Australian Meat Processing Training Package Version 4.0.
Release 2	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Qualification Description

This qualification covers work activities undertaken by workers commencing work in an abattoir.

Graduates from this qualification will be able to:

- access, record and act on a defined range of information from a range of sources
- apply and communicate known solutions to a limited range of predictable problems
- use a limited range of equipment to complete tasks involving known routines and procedures with a limited range of options.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- minimum 9 units of competency, to a minimum value of 40 points:
  - 6 (20 points) core units plus
  - a minimum of 3 elective units, to a minimum value of 20 points.

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Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- Select at least elective 3 units, to a minimum of 20 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, Packing Room, Livestock Handling, Quality Assurance 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 will be worth 2 points
- Selected units must be relevant to job outcomes in an abattoir and must be chosen to ensure the integrity of the qualification outcome at AQF level 2
- Units marked with an (ϕ) must be undertaken with at least one other unit from the same section
- Either *AMPA2068 Inspect meat for defects* or *AMPA2078 Inspect meat for defects in a packing room* may be selected. A candidate may not select both units.

Core Units

AMPCOR201	Maintain personal equipment	2
AMPCOR202	Apply hygiene and sanitation practices	4
AMPCOR203	Comply with Quality Assurance and HACCP requirements	4
AMPCOR204	Follow safe work policies and procedures	4
AMPCOR205	Communicate in the workplace	4
AMPCOR206	Overview the meat industry	2

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Handle animals

AHCLSK205	Handle livestock using basic techniques	3
AHCLSK218*	Ride educated horses to carry out basic stock	5

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	work	
AMPA2000	Prepare animals for slaughter	4
AMPA2001	Feed race	1
AMPA2002	Restrain animal	1
AMPA2003	Perform emergency kill	2
AMPA2005	Unload livestock	1
AMPA2006	Apply animal welfare and handling requirements	4
AMPA2007	Identify animals using electronic systems	2
AMPA2177	Handle working dogs in stock yards	3

Prepare the carcase

AMPA2008	Shackle animal	2
AMPA2009	Operate electrical stimulator	1
AMPA2010*	Remove head	1
AMPA2011*	Cut hocks	1
AMPA2012*	Mark brisket	1
AMPA2013	Complete changeover operation	1
AMPA2014*	Trim pig pre evisceration	4
AMPA2015	Number carcase and head	1
AMPA2016	Punch pelts	2
AMPA2017*	Remove brisket wool	1
AMPA2018	Prepare hide or pelt for removal	2
AMPA2019*	Bag tail	1
AMPA2021	Seal or drain urinary tract	1
AMPA2022	Singe carcase	1

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AMPA2023*	Shave carcase	1
AMPA2024	Flush carcase	2
AMPA2032	Prepare carcase and equipment for hide or pelt puller	1

Operate mechanical aids

AMPA2025	Operate scalding and de-hairing equipment	4
AMPA2026	Operate whizzard knife	2
AMPA2027	Operate rise and fall platform	1
AMPA2028	Operate vacuum blood collection process	2
AMPA2029	Operate nose roller	2
AMPA2030	Operate pneumatic cutter	1
AMPA2031	Operate circular saw	1
AMPA2035	Operate new technology or process	2
AMPA2036	Operate sterivac equipment	2
AMPA2037	De-rind meat cuts	2
AMPA2038	De-nude meat cuts	2
AMPA2040	Operate frenching machine	1
AMPA2041	Operate cubing machine	1
AMPA2042	Cure and corn product in a meat processing plant	2
AMPA2043	Operate head splitter	1
AMPA2050	Operate jaw breaker	1
AMPX201	Prepare and operate bandsaw	2
AMPX210*	Prepare and slice meat cuts	1
AMPX215	Operate tenderiser	1

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AMPX216	Operate mincer	2

Trim carcase

AMPA2044*	Trim neck	2
AMPA2045*	Trim forequarter to specification	2
AMPA2046*	Trim hindquarter to specification	2
AMPA2047*	Inspect hindquarter and remove contamination	2
AMPA2048*	Inspect forequarter and remove contamination	2
AMPA2049*	Remove spinal cord	2
AMPX209	Sharpen knives	4

Despatch carcase from the slaughter floor

AMPA2060	Grade carcase	8
AMPA2061	Weigh carcase	2
AMPA2062	Operate semi-automatic tagging machine	4
AMPA2063*	Measure fat	2
AMPA2064	Label and stamp carcase	2
AMPA2065	Wash carcase	1
AMPA2067*	Remove tenderloin	2

Pack meat products

AMPA2068*	Inspect meat for defects	4
AMPA2069	Assemble and prepare cartons	2
AMPA2070	Identify cuts and specifications	6
AMPA2071	Pack meat products	6
AMPA2073	Operate carton scales	2

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AMPA2078	Inspect meat for defects in a packing room	4

Operate packaging machinery

AMPA2072	Operate carton sealing machine	2
AMPA2074	Operate strapping machine	2
AMPA2075	Operate carton forming machine	2
AMPA2076	Operate automatic CL determination machine	2
AMPA2077	Operate bag forming equipment	1
AMPS201	Package product using thermoform process	2
AMPX203	Operate scales and semi-automatic labelling machinery	8
AMPX207	Vacuum pack product	5
AMPX217	Package product using gas flushing process	2
AMPX218	Operate metal detection unit	1

Dress head

AMPA2080	Assess dentition	1
AMPA2081*	Drop tongue	1
AMPA2082	Wash head	1
AMPA2083*	Bone head	4
AMPA2084*	Remove cheek meat	2
AMPA2085*	Bar head and remove cheek meat	2

Process offal

AMPA2088*	Process offal	6
AMPA2089*	Process runners	6

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AMPA2100	Overview offal processing ϕ	2

Perform tripe processing operations

AMPA2101*	Prepare and trim honeycomb	3
AMPA2102*	Recover mountain chain	3
AMPA2103	Further process tripe	3
AMPA2104*	Trim processed tripe	2
AMPA2105*	Process small stock tripe	2
AMPA2106*	Process bibles	2
AMPA2107*	Process maws	2
AMPA2152*	Process paunch	4

Loadout product

AMPA2108	Loadout meat product	4
AMPA2109	Store carcase product	2
AMPA2110	Store carton product	2
AMPA2111	Locate storage areas and product	2
AMPA2112	Complete re-pack operation	4
AMPA2113	Bag carcase	1

Process offal on the slaughter floor

AMPA2086*	Process thick skirts	1
AMPA2087*	Process thin skirts	1
AMPA2114	Overview offal processing on the slaughter floor ϕ	2
AMPA2115*	Separate offal	2

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AMPA2116*	Trim offal fat	1
AMPA2117*	Separate and tie runners	1
AMPA2118*	Recover thin skirts	2
AMPA2125*	Remove thick skirts	1
AMPA2126*	Remove flares	1
AMPA2127*	Recover offal	4

Process animal covering

AMPA2128	Overview hide or pelt or skin processing ϕ	2
AMPA2129*	Trim hide or skin	4
AMPA2130	Salt hide or skin	4
AMPA2131	Grade hide or skin	6
AMPA2132	Despatch hide or skin	4
AMPA2133	Treat hides chemically	2
AMPA2134	Chill or ice hides	2
AMPA2135	Crop pelts	2

Operate fellmongering process

AMPA2136	Overview fellmongering operations ϕ	2
AMPA2137	Chemically treat skins for fellmongering process	2
AMPA2138	Prepare chemicals for fellmongering process	3
AMPA2139	Operate wool drier and press	3
AMPA2140	Perform sweating operation on fellmongered skins	3
AMPA2146	Perform skin fleshing operation	3

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AMPA2147	Skirt and weigh fellmongered wool	2
AMPA2148	Operate wool puller	3

Dispose of condemned carcase

AMPA2149	Dispose of condemned carcase	1
AMPA2150*	Skin condemned carcase	4

Process by-products

AMPA2153*	Process slink by-products	10
AMPA2154*	Process pet meat	4
AMPA2156	Process blood	2

Render product

AMPA2157	Overview rendering process ϕ	2
AMPA2158	Operate hogger	4
AMPA2159	Operate blow line	4
AMPA2160	Operate meat meal mill	4
AMPA2161	Operate waste recovery systems	3
AMPA2162	Pack and despatch rendered products	4
AMPA2163*	Break down and bone carcase for pet meat or rendering	4
AMPA2170	Operate air filtration system	4

Clean work area

AMPA2171	Clean carcase hanging equipment	4
AMPX202	Clean work area during operations	4

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Clean after operations

AMPA2172	Clean amenities and grounds	2
AMPA2173	Overview cleaning program	2
AMPA2174	Clean after operations – boning room	4
AMPA2175	Clean after operations – slaughter floor	4
AMPX205	Clean chillers	2
CPPCLO3020	Pressure wash and clean surfaces	1
CPPCLO3035	Maintain cleaning storage areas	2
CPPCLO3036	Clean at heights	1

Operate vehicle

AHCMOM202	Operate tractors	2
AHCMOM217	Operate quad bikes	2
AMPA2176	Transport meat and meat products	4
AMPX206	Operate forklift in a specific workplace	6
TLID0002	Care for livestock in transit	6

General

AMPX204	Maintain production records	10
AMPX208	Apply environmentally sustainable work practices	2
AMPX219	Follow electronic labelling and traceability systems in a food processing establishment	2
AMPX230	Undertake pest control in a food processing establishment	2
HLTAID003	Provide first aid	2
NWPGEN008	Sample and test wastewater	2

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NWPNET023	Maintain and repair network assets for wastewater	8
NWPTRT061	Operate and control wastewater processes	2

Prerequisite requirements

Units listed in the *Prerequisite requirement* column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	**Prerequisite requirement**
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour
ACMEQU206 Perform horse riding skills at walk, trot and canter	ACMEQU202 Handle horses safely*
AHCLSK218 Ride educated horses to carry out basic stock work	ACMEQU202 Handle horses safely* ACMEQU206 Perform horse riding skills at walk, trot and canter*
AMPA2010 Remove head	AMPX209 Sharpen knives
AMPA2011 Cut hocks	AMPX209 Sharpen knives
AMPA2012 Mark brisket	AMPX209 Sharpen knives
AMPA2014 Trim pig pre evisceration	AMPX209 Sharpen knives
AMPA2017 Remove brisket wool	AMPX209 Sharpen knives
AMPA2019 Bag tail	AMPX209 Sharpen knives
AMPA2023 Shave carcase	AMPX209 Sharpen knives
AMPA2044 Trim neck	AMPX209 Sharpen knives
AMPA2045 Trim forequarter to specification	AMPX209 Sharpen knives
AMPA2046 Trim hindquarter to specification	AMPX209 Sharpen knives

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Unit of competency	**Prerequisite requirement**
AMPA2047 Inspect hindquarter and remove contamination	AMPX209 Sharpen knives
AMPA2048 Inspect forequarter and remove contamination	AMPX209 Sharpen knives
AMPA2049 Remove spinal cord	AMPX209 Sharpen knives
AMPA2063 Measure fat	AMPX209 Sharpen knives
AMPA2067 Remove tenderloin	AMPX209 Sharpen knives
AMPA2068 Inspect meat for defects	AMPX209 Sharpen knives
AMPA2081 Drop tongue	AMPX209 Sharpen knives
AMPA2083 Bone head	AMPX209 Sharpen knives
AMPA2084 Remove cheek meat	AMPX209 Sharpen knives
AMPA2085 Bar head and remove cheek meat	AMPX209 Sharpen knives
AMPA2086 Process thick skirts	AMPX209 Sharpen knives
AMPA2087 Process thin skirts	AMPX209 Sharpen knives
AMPA2088 Process offal	AMPX209 Sharpen knives
AMPA2089 Process runners	AMPX209 Sharpen knives
AMPA2101 Prepare and trim honeycomb	AMPX209 Sharpen knives
AMPA2102 Recover mountain chain	AMPX209 Sharpen knives
AMPA2104 Trim processed tripe	AMPX209 Sharpen knives

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Unit of competency	**Prerequisite requirement**
AMPA2105 Process small stock tripe	AMPX209 Sharpen knives
AMPA2106 Process bibles	AMPX209 Sharpen knives
AMPA2107 Process maws	AMPX209 Sharpen knives
AMPA2115 Separate offal	AMPX209 Sharpen knives
AMPA2116 Trim offal fat	AMPX209 Sharpen knives
AMPA2117 Separate and tie runners	AMPX209 Sharpen knives
AMPA2118 Recover thin skirts	AMPX209 Sharpen knives
AMPA2125 Remove thick skirts	AMPX209 Sharpen knives
AMPA2126 Remove flares	AMPX209 Sharpen knives
AMPA2127 Recover offal	AMPX209 Sharpen knives
AMPA2129 Trim hide or skin	AMPX209 Sharpen knives
AMPA2150 Skin condemned carcase	AMPX209 Sharpen knives
AMPA2152 Process paunch	AMPX209 Sharpen knives
AMPA2153 Process slink by-products	AMPX209 Sharpen knives
AMPA2154 Process pet meat	AMPX209 Sharpen knives
AMPA2163 Break down and bone carcase for pet meat or rendering	AMPX209 Sharpen knives
AMPX210 Prepare and slice meat cuts	AMPX209 Sharpen knives

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Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMP20316 Certificate II in Meat Processing (Abattoirs) Release 4	AMP20316 Certificate II in Meat Processing (Abattoirs) Release 3	Qualification updated to remove six elective units that have been deleted as part of meeting Skills Ministers' priority of removing training products with low or no enrolments, as agreed by the AISC	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMP20415 Certificate II in Meat Processing (Meat Retailing)

Modification History

Release	Comments
Release 3	This version released with AMP Australian Meat Processing Training Package Version 4.0.
Release 2	This version released with AMP Australian Meat Processing Training Package Version 2.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Qualification Description

This qualification covers work activities undertaken by workers working in meat retailing enterprises.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 27 units of competency:
  - 5 core units plus
  - 22 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 8 units from Group A
- 8 units from Group A or Group B
- 6 additional units from the elective list, or this or any other endorsed Training Package or Accredited Course.

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Selected units must be relevant to job outcomes in meat retailing and must be chosen to ensure the integrity of the qualification outcome at AQF level 2.

Core Units

AMPCOR202	Apply hygiene and sanitation practices
AMPCOR204	Follow safe work policies and procedures
AMPCOR205	Communicate in the workplace
AMPCOR206	Overview the meat industry
FBPOPR2069	Use numerical applications in the workplace

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A

AMPCOR201	Maintain personal equipment
AMPR101	Identify species and meat cuts
AMPR102*	Trim meat for further processing
AMPR103	Store meat product
AMPR104*	Prepare minced meat and minced meat products
AMPR105	Provide service to customers
AMPR106	Process sales transactions
AMPR107	Undertake minor routine maintenance
AMPR108	Monitor meat temperature from receival to sale
AMPR203	Select, weigh and package meat for sale
AMPR212	Clean a meat retail work area
AMPX209	Sharpen knives

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HLTAID003	Provide first aid

Group B

AMPCOR203	Comply with Quality Assurance and HACCP requirements
AMPR201*	Break and cut product using a bandsaw
AMPR202*	Provide advice on cooking and storage of meat products
AMPR204	Package product using manual packing and labelling equipment
AMPR205*	Use basic methods of meat cookery
AMPR206	Vacuum pack product in a retail operation
AMPR207	Undertake routine preventative maintenance
AMPR208	Make and sell sausages
AMPR209*	Produce and sell value-added products
AMPR210	Receive meat products
AMPX201	Prepare and operate bandsaw
AMPX210*	Prepare and slice meat cuts
AMPX211*	Trim meat to specifications
AMPX212	Package product using automatic packing and labelling equipment
AMPX213	Despatch meat product
AMPX214	Package meat and smallgoods product for retail sale
BSBITU111	Operate a personal digital device
SIRRRTF001	Balance and secure point-of-sale terminal

Prerequisite requirements

Unit of competency	**Prerequisite requirement**

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Unit of competency	Prerequisite requirement
AMPR102 Trim meat for further processing	AMPX209 Sharpen knives
AMPR104 Prepare minced meat and minced meat products	AMPX209 Sharpen knives
AMPR201 Break and cut product using a bandsaw	AMPX201 Prepare and operate bandsaw
AMPR202 Provide advice on cooking and storage of meat products	AMPR105 Provide service to customers
AMPR205 Use basic methods of meat cookery	AMPX209 Sharpen knives
AMPR209 Produce and sell value-added products	AMPX209 Sharpen knives
AMPX210 Prepare and slice meat cuts	AMPX209 Sharpen knives
AMPX211 Trim meat to specifications	AMPX209 Sharpen knives

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMP20415 Certificate II in Meat Processing (Meat Retailing) Release 3	AMP20415 Certificate II in Meat Processing (Meat Retailing) Release 2	Imported units updated	Equivalent qualification

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMP30116 Certificate III in Meat Processing (Boning Room)

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.1
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Qualification Description

This qualification covers work activities undertaken by workers in boning rooms or in meat wholesale enterprises which prepare meat cuts from whole carcases.

Graduates from this qualification will have a wide range of cognitive, technical and communication skills to select and apply a specialised range of tools, materials and information to:

- complete routine activities
- provide and transmit solutions to predictable and sometimes unpredictable problems

Graduates will apply knowledge and skills to demonstrate autonomy and judgement and to take limited responsibility in known and stable contexts within established parameters.

No licensing, legislative or certification requirements are known to apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

Total number of units = a minimum of 9 units to a minimum of 54 points

- Core Units = 7 (24 points)
- Elective Units = a minimum of 2 units to a minimum value of 30 points

Core Units

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Unit Code	Unit Title	Points
AMPCOR201	Maintain personal equipment	2
AMPCOR202	Apply hygiene and sanitation practices	4
AMPCOR203	Comply with Quality Assurance and HACCP requirements	4
AMPCOR204	Follow safe work policies and procedures	4
AMPCOR205	Communicate in the workplace	4
AMPCOR206	Overview the meat industry	2
AMPX209	Sharpen knives	4

Elective Units

- Select at least elective 2 units to a minimum value of 30 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
  Selected units must be relevant to job outcomes in a boning room and must be chosen to ensure the integrity of the qualification outcome at AQF level 3
- Selected units which do not already carry points will be worth 2 points

Unit Code	Unit Title	Points
AMPA3048	Bone small stock carcase – leg* *AMPX209 Sharpen knives*	10
AMPA3049	Slice and trim leg – small stock* *AMPX209 Sharpen knives*	10
AMPA3050	Bone large stock carcase – forequarter* *AMPX209 Sharpen knives*	15
AMPA3051	Bone large stock carcase – hindquarter* *AMPX209 Sharpen knives*	15
AMPA3052	Slice and trim large stock forequarter* *AMPX209 Sharpen knives*	15

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AMPA3053	Slice and trim large stock hindquarter* *AMPX209 Sharpen knives*	15
AMPA3054	Break carcase using a bandsaw* *AMPX201 Prepare and operate a bandsaw*	15
AMPA3062	Operate trunk boning machine* *AMPX209 Sharpen knives*	10
AMPA3063	Bone small stock carcase – shoulder* *AMPX209 Sharpen knives*	10
AMPA3064	Bone small stock carcase – middle* *AMPX209 Sharpen knives*	10
AMPA3065	Slice small stock carcase – shoulder* *AMPX209 Sharpen knives*	10
AMPA3066	Slice small stock carcase – middle* *AMPX209 Sharpen knives*	10

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMP30116 Certificate III in Meat Processing (Boning Room) Release 2	AMP30116 Certificate III in Meat Processing (Boning Room) Release 1	Qualification updated to remove two elective units that have been deleted as part of meeting Skills Ministers' priority of removing training products with low or no enrolments, as agreed by the AISC	Equivalent

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMP30216 Certificate III in Meat Processing (Food Services)

Modification History

Release	Comments
Release 5	This version released with AMP Australian Meat Processing Training Package Version 5.1.
Release 4	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 3	This version released with AMP Australian Meat Processing Training Package Version 4.0.
Release 2	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Qualification Description

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

The AMP30216 Certificate III in Meat Processing (Food Services) is a highly flexible qualification enabling selections to be made from a wide range of units.

Graduates from this qualification will have a wide range of cognitive, technical and communication skills to select and apply a specialised range of tools, materials and information to:

- complete routine activities
- provide and transmit solutions to predictable and sometimes unpredictable problems

Graduates will apply knowledge and skills to demonstrate autonomy and judgement and to take limited responsibility in known and stable contexts within established parameters.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

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Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 12 units of competency:
  - 6 core units plus
  - 6 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 4 units from the elective groups A, B, C, D, E, or F
- The remaining 2 units may be selected from the elective list, or this or any other endorsed Training Package or Accredited Course.

Selected units must be relevant to job outcomes in Food Services and must be chosen to ensure the integrity of the qualification outcome at AQF level 3.

Core Units

AMPCOR201	Maintain personal equipment
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR203	Comply with Quality Assurance and HACCP requirements
AMPCOR204	Follow safe work policies and procedures
AMPCOR205	Communicate in the workplace
AMPCOR206	Overview the meat industry

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A (Units from the Abattoirs sector)

AMPA3048*	Bone small stock carcase – leg
AMPA3049*	Slice and trim leg – small stock
AMPA3050*	Bone large stock carcase – forequarter
AMPA3051*	Bone large stock carcase – hindquarter

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AMPA3052*	Slice and trim large stock forequarter
AMPA3053*	Slice and trim large stock hindquarter
AMPA3054*	Break carcase using a bandsaw
AMPA3062*	Operate trunk boning machine
AMPA3063*	Bone small stock carcase – shoulder
AMPA3064*	Bone small stock carcase – middle
AMPA3065*	Slice small stock carcase – shoulder
AMPA3066*	Slice small stock carcase – middle
AMPA3068	Prepare and despatch meat products
AMPA3071	Implement food safety program
AMPA3072*	Perform carcase Meat Hygiene Assessment
AMPA3073	Perform process monitoring for Meat Hygiene Assessment
AMPA3074	Perform boning room Meat Hygiene Assessment
AMPA3081	Perform offal Meat Hygiene Assessment
AMPA3092	Grade beef carcases using Meat Standards Australia standards
AMPA3093	Use standard product descriptions – sheep and goats
AMPA3094	Use standard product descriptions – beef
AMPA3095	Use standard product descriptions – pork
AMPA3100	Perform manual chemical lean testing
AMPA3101	Overview of the NLIS for sheep and goats
AMPA3102	Overview of the NLIS program utilising RFIDs
AMPA3116	Supervise meat packing operation
AMPA3117	Oversee product loadout
AMPA3118	Monitor pH and temperature decline

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AMPA3138	Identify secondary sexual characteristics – beef

Group B (Units from the meat retailing sector)

AMPR301*	Prepare specialised cuts
AMPR302	Assess carcase or product quality
AMPR303	Calculate yield of carcase or product
AMPR304	Manage stock
AMPR305*	Meet customer needs
AMPR306	Provide advice on nutritional role of meat
AMPR307	Merchandise products, services
AMPR308	Prepare, roll, sew and net meat
AMPR309*	Bone and fillet poultry
AMPR310	Cost and price meat products
AMPR311*	Prepare portion control to specifications
AMPR312*	Bone game meat
AMPR313	Order stock in a meat enterprise
AMPR314	Calculate and present statistical data in a meat enterprise
AMPR315*	Utilise the Meat Standards Australia system to meet customer requirements
AMPR316	Cure, corn and sell product
AMPR317	Assess and sell poultry products
AMPR318*	Break carcase for retail sale
AMPR319	Locate, identify and assess meat cuts
AMPR320	Assess and address customer preferences
AMPR321	Collect and prepare standard samples
AMPR322*	Prepare and produce value added products

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AMPR323*	Break small stock carcases for retail sale
AMPR324*	Break large stock carcases for retail sale
AMPR325	Prepare cooked meat product for retail sale

Group C (Units from the Smallgoods sector)

AMPS300	Operate mixer or blender unit
AMPS301	Cook, steam and cool product
AMPS302	Prepare dried meat
AMPS303	Fill casings
AMPS304	Thaw product – water
AMPS305	Thaw product – air
AMPS307	Sort meat
AMPS308	Batch meat
AMPS309	Operate product forming machinery
AMPS310	Operate link and tie machinery
AMPS311	Operate complex slicing and packaging machinery
AMPS312	Prepare meat-based pates and terrines for commercial sale
AMPS313	Prepare product formulations
AMPS314	Ferment and mature product
AMPS315	Blend meat product

Group D (Meat Processing cross-sectoral units)

AMPX301	Assess product in chillers
AMPX302	Cure and corn product
AMPX303*	Break carcase into primal cuts

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AMPX304*	Prepare primal cuts
AMPX305	Smoke product
AMPX306	Provide coaching
AMPX307	Provide mentoring
AMPX308	Follow and implement an established work plan
AMPX309	Identify and repair equipment faults
AMPX310	Perform pre-operations hygiene assessment
AMPX311	Monitor production of packaged product to customer specifications
AMPX312	Calculate carcase yield in a boning room
AMPX314	Handle meat product in cold stores
AMPX315	Follow hygiene, sanitation and quality requirements when handling meat products in cold stores
AMPX316	Monitor product to be sent to rendering
AMPX317	Monitor product flow in an automated process

Group E (Food Processing units)

AMPP301	Operate a poultry carcase delivery system
AMPP302	Debone and fillet poultry product (manually)
FBPFAV3001	Conduct chemical wash for fresh produce
FBPFAV3002	Program fresh produce grading equipment
FBPFSY3002	Participate in a HACCP team
FBPOPR3001*	Control contaminants and allergens in the workplace
FBPOPR3002*	Prepare food products using basic cooking methods
FBPOPR3003	Identify cultural, religious and dietary considerations for food production
FBPOPR3004	Set up a production or packaging line for operation

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FBPOPR3005	Operate interrelated processes in a production system
FBPOPR3006	Operate interrelated processes in a packaging system
FBPPPL3001	Support and mentor individuals and groups
FBPPPL3002	Establish compliance requirements for work area
FBPPPL3003	Participate in improvement processes
FBPPPL3004	Lead work teams and groups
FBPPPL3005	Participate in an audit process
FBPPPL3006	Report on workplace performance
FBPTEC3001	Apply raw materials, ingredient and process knowledge to production problems
FBPTEC3002	Implement the pest prevention program

Group F (Imported units from other Training Packages)

AHCCHM201	Apply chemicals under supervision
BSBESB406	Establish operational strategies and procedures for new business ventures
BSBINS303	Use knowledge management systems
BSBLDR414	Lead team effectiveness
BSBXTW301	Work in a team
HLTAID011	Provide first aid
MSL904002	Perform standard calibrations
MSL922001	Record and present data
MSL933005	Maintain the laboratory/field workplace fit for purpose
MSL952002	Handle and transport samples or equipment
MSL954004	Obtain representative samples in accordance with sampling plan
MSL973013	Perform basic tests

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MSL973014	Prepare working solutions
MSL973015	Prepare culture media
MSL973016	Perform aseptic techniques
MSMENV172	Identify and minimise environmental hazards
MSMENV472	Implement and monitor environmentally sustainable work practices
MSMSUP300	Identify and apply process improvements
MSMSUP303	Identify equipment faults
MSMSUP330	Develop and adjust a production schedule
MSS403011	Facilitate implementation of competitive systems and practices
MSS403032	Analyse manual handling processes
MSS405013	Facilitate holistic culture improvement in an organisation
MSTGN3017	Monitor and operate trade waste process
SIRRINV002	Control stock
SIRRMER003	Coordinate visual merchandising activities
SIRXRSK002	Maintain store security
SIRXSLS001	Sell to the retail customer
TAEASS301	Contribute to assessment
TAEDEL301	Provide work skill instruction
TLIA0003	Complete and check import/export documentation
TLIA0004	Complete receival and despatch documentation
TLIA0010	Identify goods and store to specifications
TLIA0015	Organise receival and despatch operations
TLIA3026	Monitor storage facilities
TLIF3003	Implement and monitor work health and safety

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	procedures
TLIX0004X	Administer inventory systems
TLIX0013X	Maintain stock control and receivals
UEENEED101A	Use computer applications relevant to a workplace

Prerequisite requirements

Unit of competency	**Prerequisite requirement**
AMPA3048 Bone small stock carcase – leg	AMPX209 Sharpen knives
AMPA3049 Slice and trim leg – small stock	AMPX209 Sharpen knives
AMPA3050 Bone large stock carcase – forequarter	AMPX209 Sharpen knives
AMPA3051 Bone large stock carcase – hindquarter	AMPX209 Sharpen knives
AMPA3052 Slice and trim large stock forequarter	AMPX209 Sharpen knives
AMPA3053 Slice and trim large stock hindquarter	AMPX209 Sharpen knives
AMPA3054 Break carcase using a bandsaw	AMPX201 Prepare and operate a bandsaw
AMPA3062 Operate trunk boning machine	AMPX209 Sharpen knives
AMPA3063 Bone small stock carcase – shoulder	AMPX209 Sharpen knives
AMPA3064 Bone small stock carcase – middle	AMPX209 Sharpen knives
AMPA3065 Slice small stock carcase – shoulder	AMPX209 Sharpen knives
AMPA3066 Slice small stock carcase – middle	AMPX209 Sharpen knives

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AMPA3072 Perform carcase Meat Hygiene Assessment	AMPX209 Sharpen knives
AMPR301 Prepare specialised cuts	AMPX209 Sharpen knives
AMPR305 Meet customer needs	AMPR105 Provide service to customers
AMPR309 Bone and fillet poultry	AMPX209 Sharpen knives
AMPR311 Prepare portion control to specifications	AMPX209 Sharpen knives
AMPR312 Bone game meat	AMPX209 Sharpen knives
AMPR315 Utilise the Meat Standards Australia system to meet customer requirements	AMPX209 Sharpen knives
AMPR318 Break carcase for retail sale	AMPX209 Sharpen knives AMPR319 Locate, identify and assess cuts
AMPR322 Prepare and produce value added products	AMPX209 Sharpen knives
AMPR323 Break small stock carcases for retail sale	AMPX209 Sharpen knives AMPR319 Locate, identify and assess meat cuts
AMPR324 Break large stock carcases for retail sale	AMPX209 Sharpen knives AMPR319 Locate, identify and assess meat cuts
AMPX303 Break carcase into primal cuts	AMPX209 Sharpen knives
AMPX304 Prepare primal cuts	AMPX209 Sharpen knives
FBPOPR3001 Control contaminants and allergens in the workplace	FDFFS2001A Implement the food safety program and procedures
FBPOPR3002 Prepare food products using basic cooking methods	FDFFS2001A Implement the food safety program and procedures

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Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMP30216 Certificate III in Meat Processing (Food Services) Release 5	AMP30216 Certificate III in Meat Processing (Food Services) Release 4	Qualification updated to remove four elective units that have been deleted as part of meeting Skills Ministers' priority of removing training products with low or no enrolments, as agreed by the AISC	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMP30316 Certificate III in Meat Processing (Meat Safety)

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 4.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Qualification Description

This qualification covers work activities undertaken by meat inspectors in meat processing enterprises whose duties include performing a post-mortem inspection and in some cases ante-mortem inspection.

People seeking registration as a meat inspector should check the current requirements with their state or territory food authority or the Australian Government – Agriculture, as appropriate, when selecting electives.

Graduates from this qualification will have a wide range of cognitive, technical and communication skills to select and apply a specialised range of tools, materials and information to:

- complete routine activities
- provide and transmit solutions to predictable and sometimes unpredictable problems.

Graduates will apply knowledge and skills to demonstrate autonomy and judgement and to take limited responsibility in known and stable contexts within established parameters.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 12 or 15 units of competency (depending on elective selection):
  - 10 core units plus
  - 2 or 5 elective units, depending on elective selections.

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Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- Select 2 units from Group A or
- Select 1 unit from Group A and 4 units from Group B

Core Units

AMPCOR201	Maintain personal equipment
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR203	Comply with Quality Assurance and HACCP requirements
AMPCOR204	Follow safe work policies and procedures
AMPCOR205	Communicate in the workplace
AMPCOR206	Overview the meat industry
AMPX209	Sharpen knives
AMPA3071	Implement food safety program
AMPA3119	Apply food animal anatomy and physiology to inspection processes
AMPA3131	Identify and report emergency diseases of food animals

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A

AMPA3120*	Perform ante and post-mortem inspection - Ovine and Caprine
AMPA3121*	Perform ante and post-mortem inspection – Bovine
AMPA3122*	Perform ante and post-mortem inspection – Porcine
AMPA3123*	Perform ante and post-mortem inspection – Poultry

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AMPA3124*	Perform ante and post-mortem inspection – Ratites
AMPA3125*	Perform ante and post-mortem inspection – Camels
AMPA3127*	Perform post-mortem inspection – Wild game
AMPA3128*	Perform ante and post-mortem inspection – Rabbits
AMPA3129*	Perform ante and post-mortem inspection – Deer
AMPA3130*	Perform ante and post-mortem inspection – Horses
AMPA3132*	Perform ante and post-mortem inspection– Alpacas or Llamas
AMPA3135*	Perform ante and post-mortem inspection – Calves

Group B

AMPA3002	Handle animals humanely while conducting ante-mortem inspection
AMPA3003	Assess effective stunning and bleeding
AMPA3043*	Prepare head for inspection
AMPA3047*	Prepare and present viscera for inspection
AMPA3072*	Perform carcase Meat Hygiene Assessment
AMPA3073	Perform process monitoring for Meat Hygiene Assessment
AMPA3074	Perform boning room Meat Hygiene Assessment
AMPA3081	Perform offal Meat Hygiene Assessment
AMPA402	Oversee plant compliance with the Australian Standards for meat processing
AMPA406	Inspect transportation container or vehicle
AMPG300	Overview wild game meat industry
AMPG303	Receive and inspect wild game carcases from the field
AMPG304	Receive and inspect wild game carcases at a processing plant

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AMPG305	Store wild game carcases
AMPX404	Conduct an internal audit of a documented program
BSBFLM312	Contribute to team effectiveness
MSL904002	Perform standard calibrations
MSL922001	Record and present data
MSL954004	Obtain representative samples in accordance with sampling plan

Prerequisite requirements

Unit of competency	**Prerequisite requirement**
AMPA3043 Prepare head for inspection	AMPX209 Sharpen Knives
AMPA3047 Prepare and present viscera for inspection	AMPX209 Sharpen Knives
AMPA3072 Perform carcase Meat Hygiene Assessment	AMPX209 Sharpen Knives
AMPA3120 Perform ante and post-mortem inspection - Ovine and Caprine	AMPX209 Sharpen Knives AMPA3002 Handle animals humanely while conducting ante-mortem inspection
AMPA3121 Perform ante and post-mortem inspection – Bovine	AMPX209 Sharpen Knives AMPA3002 Handle animals humanely while conducting ante-mortem inspection
AMPA3122 Perform ante and post-mortem inspection – Porcine	AMPX209 Sharpen Knives AMPA3002 Handle animals humanely while conducting ante-mortem inspection
AMPA3123 Perform ante and post-mortem inspection – Poultry	AMPX209 Sharpen Knives AMPA3002 Handle animals humanely while conducting ante-mortem inspection
AMPA3124 Perform ante and post-mortem inspection – Ratites	AMPX209 Sharpen Knives AMPA3002 Handle animals humanely while conducting ante-mortem inspection

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Unit of competency	Prerequisite requirement
AMPA3125 Perform ante and post-mortem inspection – Camels	AMPX209 Sharpen Knives AMPA3002 Handle animals humanely while conducting ante-mortem inspection
AMPA3127 Perform post-mortem inspection – Wild game	AMPX209 Sharpen Knives
AMPA3128 Perform ante and post-mortem inspection – Rabbits	AMPX209 Sharpen Knives AMPA3002 Handle animals humanely while conducting ante-mortem inspection
AMPA3129 Perform ante and post-mortem inspection – Deer	AMPX209 Sharpen Knives AMPA3002 Handle animals humanely while conducting ante-mortem inspection
AMPA3130 Perform ante and post-mortem inspection – Horses	AMPX209 Sharpen Knives AMPA3002 Handle animals humanely while conducting ante-mortem inspection
AMPA3132 Perform ante and post-mortem inspection– Alpacas or Llamas	AMPX209 Sharpen Knives AMPA3002 Handle animals humanely while conducting ante-mortem inspection
AMPA3135 Perform ante and post-mortem inspection – Calves	AMPX209 Sharpen Knives AMPA3002 Handle animals humanely while conducting ante-mortem inspection

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMP30316 Certificate III in Meat Processing (Meat Safety) Release 2	AMP30316 Certificate III in Meat Processing (Meat Safety) Release 1	Imported MSL units updated	Equivalent qualification

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMP30416 Certificate III in Meat Processing (Rendering)

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.1.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Qualification Description

This qualification covers work activities undertaken by workers in rendering plants.

Graduates from this qualification will have a wide range of cognitive, technical and communication skills to select and apply a specialised range of tools, materials and information to:

- complete routine activities
- provide and transmit solutions to predictable and sometimes unpredictable problems

Graduates will apply knowledge and skills to demonstrate autonomy and judgement and to take limited responsibility in known and stable contexts within established parameters.

No licensing, legislative or certification requirements are known to apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

Total number of units = a minimum of 10 units to a minimum of 50 points

- Core Units = 6 (20 points)
- Elective Units = Minimum 4 units to a minimum of 30 points

Core Units

Unit Code	Unit Title	Points

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AMPCOR201	Maintain personal equipment	2
AMPCOR202	Apply hygiene and sanitation practices	4
AMPCOR203	Comply with Quality Assurance and HACCP requirements	4
AMPCOR204	Follow safe work policies and procedures	4
AMPCOR205	Communicate in the workplace	4
AMPCOR206	Overview the meat industry	2

Elective Units

- Select at least 4 elective units, to a minimum value of 30 points
- Units to a minimum value of 20 points must be selected from the elective list
- The remaining units may be selected from the elective list, or this or any other endorsed Training Package or Accredited Course
  Selected units must be relevant to job outcomes in a rendering plant and must be chosen to ensure the integrity of the qualification outcome at AQF level 3
- Selected units which do not already carry points will be worth 2 points

Unit Code	**Unit Title**	**Points**
AMPA3082	Operate batch cooker	8
AMPA3083	Operate continuous cooker	7
AMPA3084	Operate press	5
AMPA3085	Operate wet rendering process	10
AMPA3086	Monitor boiler operations	4
AMPA3087	Operate tallow processing plant	6
AMPA3088	Operate blood processing plant	6
AMPA3089	Produce rendered products hygienically	6
AMPA3090	Render edible products	2
MSMENV172	Identify and minimise environmental hazards	2

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Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMP30416 Certificate III in Meat Processing (Rendering) Release 2	AMP30416 Certificate III in Meat Processing (Rendering) Release 1	Qualification updated to remove one elective unit that has been deleted as part of meeting Skills Ministers' priority of removing training products with low or no enrolments, as agreed by the AISC	Equivalent

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMP30516 Certificate III in Meat Processing (Slaughtering)

Modification History

Release	Comments
Release 6	This version released with AMP Australian Meat Processing Training Package Version 5.1.
Release 5	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 4	This version released with AMP Australian Meat Processing Training Package Version 4.0.
Release 3	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 2	This version released with AMP Australian Meat Processing Training Package Version 2.1.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Qualification Description

This qualification covers work activities undertaken by workers undertaking slaughtering duties in abattoirs.

Graduates from this qualification will have a wide range of cognitive, technical and communication skills to select and apply a specialised range of tools, materials and information to:

- complete routine activities
- provide and transmit solutions to predictable and sometimes unpredictable problems.

Graduates will apply knowledge and skills to demonstrate autonomy and judgement and to take limited responsibility in known and stable contexts within established parameters.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

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Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- a minimum of 12 units of competency to a total value of 54 points:
  - 7 core units (24 points) plus
  - at least 5 elective units to a minimum value of 30 points elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- Select at least 5 elective units to a minimum value of 30 points
- At least 3 units must be selected from the elective list
- The remaining two units may be selected from the elective list, this or any other endorsed Training Package or Accredited Course
- Selected units must be relevant to job outcomes in slaughtering and must be chosen to ensure the integrity of the qualification outcome at AQF level 3
- Selected units which do not already carry points will be worth 2 points
- Units marked with an (ϕ) must be undertaken with at least one other unit from the same section.

Core Units

AMPCOR201	Maintain personal equipment	2
AMPCOR202	Apply hygiene and sanitation practices	4
AMPCOR203	Comply with Quality Assurance and HACCP requirements	4
AMPCOR204	Follow safe work policies and procedures	4
AMPCOR205	Communicate in the workplace	4
AMPCOR206	Overview the meat industry	2
AMPX209	Sharpen knives	4

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Slaughter floor operations

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AMPA3000	Stun animal	4
AMPA3001*	Stick and bleed animal	4
AMPA3003	Assess effective stunning and bleeding	2
AMPA3138	Identify secondary sexual characteristics – beef	2
AMPA3015	Perform animal slaughter in accordance with Halal certification requirements	2

Seal digestive tract

AMPA3005	Rod weasand	2
AMPA3006*	Seal weasand	1
AMPA3007*	Ring bung	4
AMPA3008	Seal bung	2

Perform opening cuts

AMPA3009	Split carcase	4
AMPA3020*	Bone neck	3
AMPA3021*	Perform ‘Y’ cut	2
AMPA3022*	Skin head	4
AMPA3023*	Explain opening cuts ϕ	1
AMPA3024*	Perform flanking cuts	6
AMPA3025*	Perform brisket cuts	4
AMPA3026*	Perform rumping cuts	4
AMPA3027*	Perform rosette cuts	4
AMPA3028*	Perform midline cuts	4
AMPA3029*	Scald and dehair carcase	4
AMPA3030	Operate pelt puller	4

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AMPA3031*	Operate hide puller	6
AMPA3032*	Remove pelt manually	6
AMPA3033*	Bed dress carcase	16
AMPA3034*	Eviscerate animal carcase	8
AMPA3040	Operate brisket cutter or saw	4
AMPA3042*	Backdown pig carcase	2
AMPA3043*	Prepare head for inspection	4
AMPA3044	Operate air knife	2
AMPA3045*	Drop sock and pull shoulder pelt	3
AMPA3046*	Undertake retain rail operations	2
AMPA3047*	Prepare and present viscera for inspection	2

Perform legging

AMPA3010	Overview legging operation ϕ	1
AMPA3012*	Make first leg opening cuts	4
AMPA3013*	Make second leg opening cuts	3
AMPA3014*	Perform legging on small stock	4

Prerequisite requirements

Unit of competency	**Prerequisite requirement**
AMPA3001 Stick and bleed animal	AMPX209 Sharpen knives
AMPA3006 Seal weasand	AMPX209 Sharpen knives
AMPA3007 Ring bung	AMPX209 Sharpen knives
AMPA3012 Make first leg opening cuts	AMPX209 Sharpen knives

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Unit of competency	Prerequisite requirement
	AMPA3010 Overview legging operation
AMPA3013 Make second leg opening cuts	AMPX209 Sharpen knives AMPA3010 Overview legging operation
AMPA3014 Perform legging on small stock	AMPX209 Sharpen knives AMPA3010 Overview legging operation
AMPA3020 Bone neck	AMPX209 Sharpen knives
AMPA3021 Perform ‘Y’ cut	AMPX209 Sharpen knives AMPA3023 Explain opening cuts
AMPA3022 Skin head	AMPX209 Sharpen knives
AMPA3023 Explain opening cuts	AMPX209 Sharpen knives
AMPA3024 Perform flanking cuts	AMPX209 Sharpen knives AMPA3023 Explain opening cuts
AMPA3025 Perform brisket cuts	AMPX209 Sharpen knives AMPA3023 Explain opening cuts
AMPA3026 Perform rumping cuts	AMPX209 Sharpen knives AMPA3023 Explain opening cuts
AMPA3027 Perform rosette cuts	AMPX209 Sharpen knives AMPA3023 Explain opening cuts
AMPA3028 Perform midline cuts	AMPX209 Sharpen knives AMPA3023 Explain opening cuts
AMPA3029 Scald and dehair carcase	AMPX209 Sharpen knives
AMPA3031 Operate hide puller	AMPX209 Sharpen knives
AMPA3032 Remove pelt manually	AMPX209 Sharpen knives

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Unit of competency	Prerequisite requirement
AMPA3033 Bed dress carcase	AMPX209 Sharpen knives
AMPA3034 Eviscerate animal carcase	AMPX209 Sharpen knives
AMPA3042 Backdown pig carcase	AMPX209 Sharpen knives
AMPA3043 Prepare head for inspection	AMPX209 Sharpen knives
AMPA3045 Drop sock and pull shoulder pelt	AMPX209 Sharpen knives
AMPA3046 Undertake retain rail operations	AMPX209 Sharpen knives
AMPA3047 Prepare and present viscera for inspection	AMPX209 Sharpen knives

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMP30516 Certificate III in Meat Processing (Slaughtering) Release 6	AMP30516 Certificate III in Meat Processing (Slaughtering) Release 5	Qualification updated to remove one elective unit that has been deleted as part of meeting Skills Ministers' priority of removing training products with low or no enrolments, as agreed by the AISC	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMP30616 Certificate III in Meat Processing (General)

Modification History

Release	Comments
Release 6	This version released with AMP Australian Meat Processing Training Package Version 5.1.
Release 5	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 4	This version released with AMP Australian Meat Processing Training Package Version 4.0.
Release 3	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 2	This version released with AMP Australian Meat Processing Training Package Version 2.1.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Qualification Description

This qualification covers work activities undertaken by workers in meat processing plants who are working across a broad range of areas in the enterprise.

Graduates from this qualification will have a wide range of cognitive, technical and communication skills to select and apply a specialised range of tools, materials and information to:

- complete routine activities
- provide and transmit solutions to predictable and sometimes unpredictable problems

Graduates will apply knowledge and skills to demonstrate autonomy and judgement and to take limited responsibility in known and stable contexts within established parameters.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

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Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- a minimum of 8 units of competency, to a minimum of 50 points:
  - 6 (20 points) core units plus
  - at least 2 elective units, to a minimum value of 30 points.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- Select at least 2 elective units to a minimum value of 30 points
- Units to a minimum value of 20 points must be selected from the elective list
- The remaining units may be selected from the elective list, or this or any other endorsed Training Package or Accredited Course

Selected units must be relevant to job outcomes in meat processing and must be chosen to ensure the integrity of the qualification outcome at AQF level 3. Units selected will be worth 2 points

Core Units

AMPCOR201	Maintain personal equipment	2
AMPCOR202	Apply hygiene and sanitation practices	4
AMPCOR203	Comply with Quality Assurance and HACCP requirements	4
AMPCOR204	Follow safe work policies and procedures	4
AMPCOR205	Communicate in the workplace	4
AMPCOR206	Overview the meat industry	2

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

AMPA3000	Stun animal	4
AMPA3001*	Stick and bleed animal	4
AMPA3003	Assess effective stunning and bleeding	2
AMPA3004	Monitor the effective operations of electrical	2

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	stimulation	
AMPA3005	Rod weasand	2
AMPA3006*	Seal weasand	1
AMPA3007*	Ring bung	4
AMPA3008	Seal bung	2
AMPA3009	Split carcase	4
AMPA3010	Overview legging operation	1
AMPA3012*	Make first leg opening cuts	4
AMPA3013*	Make second leg opening cuts	3
AMPA3014*	Perform legging on small stock	4
AMPA3020*	Bone neck	3
AMPA3021*	Perform ‘Y’ cut	2
AMPA3022*	Skin head	4
AMPA3023*	Explain opening cuts	1
AMPA3024*	Perform flanking cuts	6
AMPA3025*	Perform brisket cuts	4
AMPA3026*	Perform rumping cuts	4
AMPA3027*	Perform rosette cuts	4
AMPA3028*	Perform midline cuts	4
AMPA3029*	Scald and dehair carcase	4
AMPA3030	Operate pelt puller	4
AMPA3031*	Operate hide puller	6
AMPA3032*	Remove pelt manually	6
AMPA3033*	Bed dress carcase	16
AMPA3034*	Eviscerate animal carcase	8

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AMPA3040	Operate brisket cutter or saw	4
AMPA3042*	Backdown pig carcase	2
AMPA3043*	Prepare head for inspection	4
AMPA3044	Operate air knife	2
AMPA3045*	Drop sock and pull shoulder pelt	3
AMPA3046*	Undertake retain rail operations	2
AMPA3047*	Prepare and present viscera for inspection	2
AMPA3048*	Bone small stock carcase – leg	10
AMPA3049*	Slice and trim leg – small stock	10
AMPA3050*	Bone large stock carcase – forequarter	15
AMPA3051*	Bone large stock carcase – hindquarter	15
AMPA3052*	Slice and trim large stock forequarter	15
AMPA3053*	Slice and trim large stock hindquarter	15
AMPA3054*	Break carcase using a bandsaw	15
AMPA3062*	Operate trunk boning machine	10
AMPA3063*	Bone small stock carcase – shoulder	10
AMPA3064*	Bone small stock carcase – middle	10
AMPA3065*	Slice small stock carcase – shoulder	10
AMPA3066*	Slice small stock carcase – middle	10
AMPA3068	Prepare and despatch meat products	8
AMPA3072*	Perform carcase Meat Hygiene Assessment	2
AMPA3073	Perform process monitoring for Meat Hygiene Assessment	2
AMPA3074	Perform boning room Meat Hygiene Assessment	2
AMPA3081	Perform offal Meat Hygiene Assessment	2

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AMPA3082	Operate batch cooker	8
AMPA3083	Operate continuous cooker	7
AMPA3084	Operate press	5
AMPA3085	Operate wet rendering process	10
AMPA3086	Monitor boiler operations	4
AMPA3087	Operate tallow processing plant	6
AMPA3088	Operate blood processing plant	6
AMPA3089	Produce rendered products hygienically	6
AMPA3090	Render edible products	2
AMPA3092	Grade beef carcases using Meat Standards Australia standards	3
AMPA3093	Use standard product descriptions – sheep and goats	2
AMPA3094	Use standard product descriptions – beef	2
AMPA3095	Use standard product descriptions – pork	2
AMPA3100	Perform manual chemical lean testing	2
AMPA3101	Overview of the NLIS for sheep and goats	2
AMPA3102	Overview of the NLIS program utilising RFIDs	2
AMPA3103*	Manage NLIS data for livestock in lairage	2
AMPA3104*	Manage NLIS data for sheep and goats in lairage	2
AMPA3105*	Manage NLIS for direct purchase of stock identified with an RFID	2
AMPA3106*	Manage NLIS for direct purchase of sheep or goats	2
AMPA3107*	Manage NLIS data for saleyard purchase of livestock	2

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AMPA3108*	Manage NLIS for saleyard purchase of sheep or goats	2
AMPA3109*	Manage, report and upload NLIS slaughter data from RFIDs	4
AMPA3110*	Manage, report and upload mob based NLIS data for sheep and goats	2
AMPA3111*	Conduct start up procedures and preoperational checks on slaughter floor NLIS data equipment	2
AMPA3112*	Manage NLIS data from RFIDs on the slaughter floor	4
AMPA3113	Prepare a kill sheet	2
AMPA3115*	Undertake pre slaughter checks of NVDs, PICs and RFIDs	2
AMPA3116	Supervise meat packing operation	3
AMPA3117	Oversee product loadout	3
AMPA3118	Monitor pH and temperature decline	2
AMPA3133*	Manage NLIS data for pigs in lairage	2
AMPA3134	Overview of the NLIS Pork	2
AMPA3136	Monitor welfare of stock during out-of-hours receival	1
AMPA3137	Operate biogas facilities	3
AMPA3138	Identify secondary sexual characteristics – beef	2
AMPA3139	Prepare market reports – cattle	3
AMPA3140	Prepare market reports - sheep	3
AMPA402	Oversee plant compliance with the Australian standards for meat processing	3
AMPG300	Overview wild game meat industry	2
AMPG301	Operate a game harvesting vehicle	3
AMPG302*	Eviscerate, inspect and tag wild game carcase	3

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	in the field	
AMPG303	Receive and inspect wild game carcases from the field	3
AMPG304	Receive and inspect wild game carcases at a processing plant	3
AMPG305	Store wild game carcases	3
AMPG306	Use firearms to harvest wild game	3
AMPG307	Inspect wild game field depot	3
AMPX209	Sharpen knives	4
AMPX301	Assess product in chillers	8
AMPX306	Provide coaching	3
AMPX307	Provide mentoring	3
AMPX308	Follow and implement an established work plan	2
AMPX310	Perform pre-operations hygiene assessment	2
AMPX311	Monitor production of packaged product to customer specifications	2
AMPX312	Calculate carcase yield in a boning room	4
AMPX314	Handle meat product in cold stores	3
AMPX315	Follow hygiene, sanitation and quality requirements when handling meat product in cold stores	3
AMPX404	Conduct an internal audit of a documented program	3
BSBXTW301	Work in a team	3
MSL904002	Perform standard calibrations	2
MSL922001	Record and present data	2
MSL933005	Maintain the laboratory/field workplace fit for purpose	3

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MSL952002	Handle and transport samples or equipment	3
MSL954004	Obtain representative samples in accordance with sampling plan	3
MSL973013	Perform basic tests	3
MSL973014	Prepare working solutions	3
MSL973015	Prepare culture media	3
MSL973016	Perform aseptic techniques	3
MSMENV172	Identify and minimise environmental hazards	2
TAEDEL301	Provide work skill instruction	3

Prerequisite requirements

Unit of competency	**Prerequisite requirement**
AMPA3001 Stick and bleed animal	AMPX209 Sharpen knives
AMPA3006 Seal weasand	AMPX209 Sharpen knives
AMPA3007 Ring bung	AMPX209 Sharpen knives
AMPA3012 Make first leg opening cuts	AMPX209 Sharpen knives AMPA3010 Overview legging operation
AMPA3013 Make second leg opening cuts	AMPX209 Sharpen knives AMPA3010 Overview legging operation
AMPA3014 Perform legging on small stock	AMPX209 Sharpen knives AMPA3010 Overview legging operation
AMPA3020 Bone neck	AMPX209 Sharpen knives
AMPA3021 Perform ‘Y’ cut	AMPX209 Sharpen knives AMPA3023 Explain opening cuts
AMPA3022 Skin head	AMPX209 Sharpen knives
AMPA3023 Explain opening cuts	AMPX209 Sharpen knives

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	AMPA3044 Operate air knife
AMPA3024 Perform flanking cuts	AMPA3023 Explain opening cuts AMPX209 Sharpen knives AMPA3023 Explain opening cuts
AMPA3025 Perform brisket cuts	AMPX209 Sharpen knives AMPA3023 Explain opening cuts
AMPA3026 Perform rumping cuts	AMPX209 Sharpen knives AMPA3023 Explain opening cuts
AMPA3027 Perform rosette cuts	AMPX209 Sharpen knives AMPA3023 Explain opening cuts
AMPA3028 Perform midline cuts	AMPX209 Sharpen knives AMPA3023 Explain opening cuts
AMPA3029 Scald and dehair carcase	AMPX209 Sharpen knives
AMPA3031 Operate hide puller	AMPX209 Sharpen knives
AMPA3032 Remove pelt manually	AMPX209 Sharpen knives
AMPA3033 Bed dress carcase	AMPX209 Sharpen knives
AMPA3034 Eviscerate animal carcase	AMPX209 Sharpen knives
AMPA3042 Backdown pig carcase	AMPX209 Sharpen knives
AMPA3043 Prepare head for inspection	AMPX209 Sharpen knives
AMPA3045 Drop sock and pull shoulder pelt	AMPX209 Sharpen knives
AMPA3046 Undertake retain rail operations	AMPX209 Sharpen knives
AMPA3047 Prepare and	AMPX209 Sharpen knives

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present viscera for inspection	
AMPA3048 Bone small stock carcase – leg	AMPX209 Sharpen knives
AMPA3049 Slice and trim leg – small stock	AMPX209 Sharpen knives
AMPA3050 Bone large stock carcase – forequarter	AMPX209 Sharpen knives
AMPA3051 Bone large stock carcase – hindquarter	AMPX209 Sharpen knives
AMPA3052 Slice and trim large stock forequarter	AMPX209 Sharpen knives
AMPA3053 Slice and trim large stock hindquarter	AMPX209 Sharpen knives
AMPA3054 Break carcase using a bandsaw	AMPX201 Prepare and operate a bandsaw
AMPA3062 Operate trunk boning machine	AMPX209 Sharpen knives
AMPA3063 Bone small stock carcase – shoulder	AMPX209 Sharpen knives
AMPA3064 Bone small stock carcase – middle	AMPX209 Sharpen knives
AMPA3065 Slice small stock carcase – shoulder	AMPX209 Sharpen knives
AMPA3066 Slice small stock carcase – middle	AMPX209 Sharpen knives
AMPA3072 Perform carcase Meat Hygiene Assessment	AMPX209 Sharpen knives
AMPA3103 Manage NLIS data for livestock in lairage	AMPA3102 Overview of the NLIS program utilising RFIDs
AMPA3104 Manage NLIS data for sheep and goats in lairage	AMPA3101 Overview of the NLIS for sheep and goats
AMPA3105 Manage NLIS for direct purchase of stock	AMPA3102 Overview of the NLIS program utilising RFIDs

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identified with an RFID	
AMPA3106 Manage NLIS for direct purchase of sheep or goats	AMPA3101 Overview of the NLIS for sheep and goats
AMPA3107 Manage NLIS data for saleyard purchase of livestock	AMPA3102 Overview of the NLIS program utilising RFIDs
AMPA3108 Manage NLIS for saleyard purchase of sheep or goats	AMPA3101 Overview of the NLIS for sheep goats
AMPA3109 Manage, report and upload NLIS slaughter data from RFIDs	AMPA3102 Overview of the NLIS program utilising RFIDs
AMPA3110 Manage, report and upload mob based NLIS data for sheep and goats	AMPA3101 Overview of the NLIS for sheep and goats
AMPA3111 Conduct start up procedures and preoperational checks on slaughter floor NLIS data equipment	AMPA3102 Overview of the NLIS program utilising RFIDs
AMPA3112 Manage NLIS data from RFIDs on the slaughter floor	AMPA3102 Overview of the NLIS program utilising RFIDs
AMPA3114 Undertake pre slaughter checks of NVDs and PICs for NLIS for sheep and goats	AMPA3101 Overview of the NLIS for sheep and goats
AMPA3115 Undertake pre slaughter checks of NVDs, PICs and RFIDs	AMPA3102 Overview of the NLIS program utilising RFIDs
AMPA3133 Manage NLIS data for pigs in lairage	AMPA3134 Overview of the NLIS pork
AMPG302 Eviscerate, inspect and tag wild game carcase in the field	AMPX209 Sharpen knives

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Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMP30616 Certificate III in Meat Processing (General) Release 6	AMP30616 Certificate III in Meat Processing (General) Release 5	Qualification updated to remove seven elective units that have been deleted as part of meeting Skills Ministers' priority of removing training products with low or no enrolments, as agreed by the AISC	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMP30716 Certificate III in Meat Processing (Quality Assurance)

Modification History

Release	Comments
Release 5	This version released with AMP Australian Meat Processing Training Package Version 5.1.
Release 4	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 3	This version released with AMP Australian Meat Processing Training Package Version 4.0.
Release 2	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Qualification Description

This qualification covers the work activities undertaken by Quality Assurance Officers in a meat processing enterprise. Typically people undertaking this qualification will be responsible for the day-to-day monitoring, testing and application of a QA program.

Graduates from this qualification will have a wide range of cognitive, technical and communication skills to select and apply a specialised range of tools, materials and information to:

- complete routine activities
- provide and transmit solutions to predictable and sometimes unpredictable problems

Graduates will apply knowledge and skills to demonstrate autonomy and judgement and to take limited responsibility in known and stable contexts within established parameters.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

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Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 17 units of competency:
  - 8 core units plus
  - 9 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- A minimum of 9 elective units must be completed.
- Select a minimum of 6 units from Group A
- Select a maximum of 3 units from Group A or Group B, or from this or any other endorsed Training Package or Accredited Course

Selected units must be relevant to job outcomes in meat processing Quality Assurance and must be chosen to ensure the integrity of the qualification outcome at AQF level 3.

Core Units

AMPA3071	Implement food safety program
AMPCOR201	Maintain personal equipment
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR203	Comply with Quality Assurance and HACCP requirements
AMPCOR204	Follow safe work policies and procedures
AMPCOR205	Communicate in the workplace
AMPCOR206	Overview the meat industry
AMPX404	Conduct an internal audit of a documented program

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A

AMPA2006	Apply animal welfare and handling requirements

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AMPA3003	Assess effective stunning and bleeding
AMPA3072*	Perform carcase Meat Hygiene Assessment
AMPA3073	Perform process monitoring for Meat Hygiene Assessment
AMPA3074	Perform boning room Meat Hygiene Assessment
AMPA3081	Perform offal Meat Hygiene Assessment
AMPA3092	Grade beef carcases using Meat Standards Australia standards
AMPA3093	Use standard product descriptions – sheep and goats
AMPA3094	Use standard product descriptions - beef
AMPA3095	Use standard product descriptions - pork
AMPA3100	Perform manual chemical lean testing
AMPA3111*	Conduct start up procedures and preoperational checks on slaughter floor NLIS data equipment
AMPA3118	Monitor pH and temperature decline
AMPA402	Oversee plant compliance with the Australian Standards for meat processing
AMPA406	Inspect transportation container or vehicle
AMPA416	Oversee humane handling of animals
AMPA417*	Conduct an animal welfare audit of a meat processing plant
AMPG307	Inspect wild game field depot
AMPR321	Collect and prepare standard samples
AMPX301	Assess product in chillers
AMPX310	Perform pre-operations hygiene assessment
AMPX312	Calculate carcase yield in a boning room
AMPX431	Oversee meat processing establishment’s Halal compliance

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BSBXTW301	Work in a team
MSL904002	Perform standard calibrations
MSL922001	Record and present data
MSL954004	Obtain representative samples in accordance with sampling plan
MSL973013	Perform basic tests
MSL973016	Perform aseptic techniques
MSMENV172	Identify and minimise environmental hazards
MSS024018	Perform sampling and testing of water

Group B

AMPA3101	Overview of the NLIS for sheep and goats
AMPA3102	Overview of the NLIS program utilising RFIDs
AMPA3119	Apply food animal anatomy and physiology to inspection processes
AMPA3134	Overview of the NLIS Pork
AMPA3138	Identify secondary sexual characteristics - beef
AMPX209	Sharpen knives
AMPX308	Follow and implement an established work plan
TAEDEL301	Provide work skill instruction
UEENEED101A	Use computer applications relevant to a workplace

Prerequisite requirements

Unit of competency	**Prerequisite requirement**
AMPA3072 Perform carcase Meat Hygiene Assessment	AMPX209 Sharpen knives

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Unit of competency	Prerequisite requirement
AMPA3111 Conduct start up procedures and preoperational checks on slaughter floor NLIS data equipment	AMPA3102 Overview of the NLIS program utilising RFIDs
AMPA417 Conduct an animal welfare audit of a meat processing plant	AMPA2006 Apply animal welfare and handling requirements AMPA416 Oversee humane handling of animals AMPX404 Conduct an internal audit of a documented program

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMP30716 Certificate III in Meat Processing (Quality Assurance) Release 5	AMP30716 Certificate III in Meat Processing (Quality Assurance) Release 4	Qualification updated to remove two elective units that have been deleted as part of meeting Skills Ministers' priority of removing training products with low or no enrolments, as agreed by the AISC	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMP30815 Certificate III in Meat Processing (Retail Butcher)

Modification History

Release	Comments
Release 4	This version released with AMP Australian Meat Processing Training Package Version 4.0.
Release 3	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 2	This version released with AMP Australian Meat Processing Training Package Version 2.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Qualification Description

This qualification is the trade qualification for butchers.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 44 units of competency:
  - 37 core units plus
  - 7 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 1 unit from Group A (Stage 1)
- 1 unit from Group B (Stage 2)

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- 1 unit from Group C (Stage 3)
- 4 units from Groups C or D

Core Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Stage 1

AMPCOR201	Maintain personal equipment
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR204	Follow safe work policies and procedures
AMPCOR205	Communicate in the workplace
AMPCOR206	Overview the meat industry
AMPR101	Identify species and meat cuts
AMPR102*	Trim meat for further processing
AMPR103	Store meat product
AMPR104*	Prepare minced meat and minced meat products
AMPR105	Provide service to customers
AMPR203	Select, weigh and package meat for sale
AMPR212	Clean a meat retail work area
AMPX209	Sharpen knives
FBPOPR2069	Use numerical applications in the workplace

Stage 2

AMPCOR203	Comply with Quality Assurance and HACCP requirements
AMPR201*	Break and cut product using a bandsaw
AMPR202*	Provide advice on cooking and storage of meat products

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AMPR204	Package products using manual packing and labelling equipment
AMPR205*	Use basic methods of meat cookery
AMPR208	Make and sell sausages
AMPR209*	Produce and sell value-added products
AMPX201	Prepare and operate bandsaw
AMPX210*	Prepare and slice meat cuts
AMPX211*	Trim meat to specifications

Stage 3

AMPR301*	Prepare specialised cuts
AMPR302	Assess carcase or product quality
AMPR303	Calculate yield of carcase or product
AMPR304	Manage stock
AMPR305*	Meet customer needs
AMPR306	Provide advice on nutritional role of meat
AMPR307	Merchandise products, services
AMPR316	Cure, corn and sell product
AMPR317	Assess and sell poultry product
AMPR319	Locate, identify and assess meat cuts
AMPR320	Assess and address customer preferences
AMPR322	Prepare and produce value added products
AMPX304*	Prepare primal cuts

Elective Units

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An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A: Stage 1

AMPR106	Process sales transactions
AMPR107	Undertake minor routine maintenance
AMPR108	Monitor meat temperature from receival to sale

Group B: Stage 2

AMPR206	Vacuum pack product in a retail operation
AMPR207	Undertake routine preventative maintenance
AMPR210	Receive meat product
AMPR211	Provide advice on meal solutions in a meat retail outlet
AMPX212	Package product using automatic packing and labelling equipment
AMPX213	Despatch meat product
AMPX214	Package meat and smallgoods product for retail sale
BSBITU111	Operate a personal digital device
SIRRRTF001	Balance and secure point-of-sale terminal

Group C: Stage 3

AMPR312*	Bone game meat
AMPR323*	Break small stock carcases for retail sale
AMPR324*	Break large stock carcases for retail sale

Group D: Stage 3

AMPR308	Prepare, roll, sew and net meat
AMPR309*	Bone and fillet poultry

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AMPR310	Cost and price meat products
AMPR311*	Prepare portion control to specifications
AMPR313	Order stock in a meat enterprise
AMPR314	Calculate and present statistical data in a meat enterprise
AMPR315	Utilise the Meat Standards Australia system to meet customer requirements
AMPR321	Collect and prepare standard samples
AMPR325	Prepare cooked meat product for retail sale
AMPX305	Smoke product
AMPX306	Provide coaching
AMPX307	Provide mentoring
AMPX309	Identify and repair equipment faults
HLTAID003	Provide first aid
SIRRMER003	Coordinate visual merchandising activities
SIRXSLS001	Sell to the retail customer
TAEDEL301	Provide work skill instruction

Prerequisite requirements

Unit of competency	**Prerequisite requirement**
AMPR311 Prepare portion control to specifications	AMPX209 Sharpen knives
AMPR309 Bone and fillet poultry	AMPX209 Sharpen knives
AMPR312 Bone game meat	AMPX209 Sharpen knives
AMPR323 Break small stock carcases for retail sale	AMPX209 Sharpen knives AMPR319 Locate, identify and assess meat cuts
AMPR324 Break large stock	AMPX209 Sharpen knives

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Unit of competency	Prerequisite requirement
carcases for retail sale	AMPR319 Locate, identify and assess meat cuts
AMPX304 Prepare primal cuts	AMPX209 Sharpen knives
AMPR305 Meet customer needs	AMPR105 Provide service to customers
AMPR301 Prepare specialised cuts	AMPX209 Sharpen knives
AMPR201 Break and cut product using a bandsaw	AMPX201 Prepare and operate bandsaw
AMPR202 Provide advice on cooking and storage of meat products	AMPR105 Provide service to customers
AMPR205 Use basic methods of meat cookery	AMPX209 Sharpen knives
AMPR209 Produce and sell value-added products	AMPX209 Sharpen knives
AMPX210 Prepare and slice meat cuts	AMPX209 Sharpen knives
AMPX211 Trim meat to specifications	AMPX209 Sharpen knives
AMPR104 Prepare minced meat and minced meat products	AMPX209 Sharpen knives
AMPR102 Trim meat for further processing	AMPX209 Sharpen knives

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMP30815 Certificate III in Meat Processing (Retail Butcher)	AMP30815 Certificate III in Meat Processing (Retail Butcher)	All unit codes and titles checked and updated where required	Equivalent qualification

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Code and title current version	Code and title previous version	Comments	Equivalence status
Release 4	Release 3	AMPX304 prerequisite corrected	

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMP30916 Certificate III in Meat Processing (Smallgoods - General)

Modification History

Release	Comments
Release 3	This version released with AMP Australian Meat Processing Training Package Version 4.0.
Release 2	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Qualification 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.

Graduates from this qualification will have a wide range of cognitive, technical and communication skills to select and apply a specialised range of tools, materials and information to:

- complete routine activities
- provide and transmit solutions to predictable and sometimes unpredictable problems.

Graduates will apply knowledge and skills to demonstrate autonomy and judgement and to take limited responsibility in known and stable contexts within established parameters.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 25 units of competency:

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- 5 core units plus
- 20 elective units.

Core Units

AMPCOR202	Apply hygiene and sanitation practices
AMPCOR203	Comply with Quality Assurance and HACCP requirements
AMPCOR204	Follow safe work policies and procedures
AMPCOR205	Communicate in the workplace
AMPCOR206	Overview the meat industry

Elective Units

- Select 2 units from Group A
- Select 7 units from Group B
- Select 7 units from Group C
- The remaining 4 units may be selected from the elective list, or this or any other endorsed Training Package or Accredited Course.

Selected units must be relevant to job outcomes in smallgoods processing and must be chosen to ensure the integrity of the qualification outcome at AQF level 3.

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification.

Group A

AMPS101	Handle materials and products
AMPS102	Pack smallgoods product
AMPX202	Clean work area during operations
FBPOPR2069	Use numerical applications in the workplace
HLTAID003	Provide first aid

Group B

AMPA2047*	Inspect hindquarter and remove contamination

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AMPA2048*	Inspect forequarter and remove contamination
AMPA2109	Store carcase product
AMPA2110	Store carton product
AMPA2174	Clean after operations – boning room
AMPS201	Package product using thermoform process
AMPS203	Operate bar and coder systems
AMPS205	Select, identify and prepare casings
AMPS206	Manually shape and form product
AMPS207	Slice product using simple machinery
AMPS208	Rotate stored meat
AMPS209	Rotate meat product
AMPS210	Inspect carton meat
AMPS211	Prepare dry ingredients
AMPS212	Measure and calculate routine workplace data
AMPS213	Manually link and tie product
AMPX203	Operate scales and semi-automatic labelling machinery
AMPX205	Clean chillers
AMPX206	Operate forklift in a specific workplace
AMPX207	Vacuum pack product
AMPX209	Sharpen knives
AMPX210*	Prepare and slice meat cuts
AMPX211*	Trim meat to specifications
AMPX212	Package product using automatic packing and labelling equipment
AMPX213	Despatch meat product

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AMPX214	Package meat and smallgoods product for retail sale
AMPX217	Package product using gas flushing process
AMPX218	Operate metal detection unit
AMPX301	Assess product in chillers
CPPCLO3038	Clean food-handling areas
FBPOPR2007	Work in a freezer storage area
FBPOPR2010	Work with temperature controlled stock
MSL922001	Record and present data
TLID2013	Move materials mechanically using automated equipment

Group C

AMPA3094	Use standard product descriptions – beef
AMPA3095	Use standard product descriptions – pork
AMPS300	Operate mixer or blender unit
AMPS301	Cook, steam and cool product
AMPS302	Prepare dried meat
AMPS303	Fill casings
AMPS304	Thaw product – water
AMPS305	Thaw product – air
AMPS307	Sort meat
AMPS308	Batch meat
AMPS309	Operate product forming machinery
AMPS310	Operate link and tie machinery
AMPS311	Operate complex slicing and packaging machinery
AMPS312	Prepare meat-based pates and terrines for commercial sale

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AMPS313	Prepare product formulations
AMPS314	Ferment and mature product
AMPS315	Blend meat product
AMPX204	Maintain production records
AMPX302	Cure and corn product
AMPX303*	Break carcase into primal cuts
AMPX304*	Prepare primal cuts
AMPX305	Smoke product
AMPX306	Provide coaching
AMPX307	Provide mentoring
AMPX309	Identify and repair equipment faults
AMPX312	Calculate carcase yield in a boning room
BSBINM302	Utilise a knowledge management system
FBPOPR3004	Set up a production or packaging line for operation
MSL904002	Perform standard calibrations
MSL952002	Handle and transport samples or equipment
MSL954004	Obtain representative samples in accordance with sampling plan
MSL973013	Perform basic tests
TAEDEL301	Provide work skill instruction
TLIA2009	Complete and check import/export documentation

Prerequisite requirements

Unit of competency	Prerequisite requirement
AMPA2047 Inspect hindquarter and remove contamination	AMPX209 Sharpen knives

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Unit of competency	Prerequisite requirement
AMPA2048 Inspect forequarter and remove contamination	AMPX209 Sharpen knives
AMPX210 Prepare and slice meat cuts	AMPX209 Sharpen knives
AMPX211 Trim meat to specifications	AMPX209 Sharpen knives
AMPX303 Break carcase into primal cuts	AMPX209 Sharpen knives
AMPX304 Prepare primal cuts	AMPX209 Sharpen knives

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMP30916 Certificate III in Meat Processing (Smallgoods - General) Release 3	AMP30916 Certificate III in Meat Processing (Smallgoods - General) Release 2	All unit codes and titles checked, only elective units required updating	Equivalent qualification

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMP31016 Certificate III in Meat Processing (Smallgoods - Manufacture)

Modification History

Release	Comments
Release 3	This version released with AMP Australian Meat Processing Training Package Version 4.0.
Release 2	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Qualification 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.

Graduates from this qualification will have a wide range of cognitive, technical and communication skills to select and apply a specialised range of tools, materials and information to:

- complete routine activities
- provide and transmit solutions to predictable and sometimes unpredictable problems.

Graduates will apply knowledge and skills to demonstrate autonomy and judgement and to take limited responsibility in known and stable contexts within established parameters.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 26 units of competency:
  - 5 core units plus

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- 21 elective units.

Core Units

AMPCOR202	Apply hygiene and sanitation practices
AMPCOR203	Comply with Quality Assurance and HACCP requirements
AMPCOR204	Follow safe work policies and procedures
AMPCOR205	Communicate in the workplace
AMPCOR206	Overview the meat industry

Elective Units

- Select 2 units from Group A
- Select 7 units from Group B
- Select 7 units from Group C
- Select 1 Unit from Group D
- The remaining 4 units may be selected from the elective list, or this or any other endorsed Training Package or Accredited Course

Selected units must be relevant to job outcomes in the manufacture of smallgoods products and must be chosen to ensure the integrity of the qualification outcome at AQF level 3.

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification.

Group A

AMPS101	Handle materials and products
AMPS102	Pack smallgoods product
AMPX202	Clean work area during operations
FBPOPR2069	Use numerical applications in the workplace
HLTAID003	Provide first aid

Group B

AMPA2047*	Inspect hindquarter and remove contamination

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AMPA2048*	Inspect forequarter and remove contamination
AMPA2109	Store carcase product
AMPA2110	Store carton product
AMPA2174	Clean after operations – boning room
AMPS201	Package product using thermoform process
AMPS203	Operate bar and coder systems
AMPS205	Select, identify and prepare casings
AMPS206	Manually shape and form product
AMPS207	Slice product using simple machinery
AMPS208	Rotate stored meat
AMPS209	Rotate meat product
AMPS210	Inspect carton meat
AMPS211	Prepare dry ingredients
AMPS212	Measure and calculate routine workplace data
AMPS213	Manually link and tie product
AMPX203	Operate scales and semi-automatic labelling machinery
AMPX205	Clean chillers
AMPX206	Operate forklift in a specific workplace
AMPX207	Vacuum pack product
AMPX209	Sharpen knives
AMPX210*	Prepare and slice meat cuts
AMPX211*	Trim meat to specifications
AMPX212	Package product using automatic packing and labelling equipment
AMPX213	Despatch meat product

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AMPX214	Package meat and smallgoods product for retail sale
AMPX217	Package product using gas flushing process
AMPX218	Operate metal detection unit
AMPX301	Assess product in chillers
CPPCLO3038	Clean food-handling areas
FBPOPR2007	Work in a freezer storage area
FBPOPR2010	Work with temperature controlled stock
MSL922001	Record and present data
TLID2013	Move materials mechanically using automated equipment

Group C

AMPS300	Operate mixer or blender unit
AMPS301	Cook, steam and cool product
AMPS302	Prepare dried meat
AMPS307	Sort meat
AMPS308	Batch meat
AMPS312	Prepare meat-based pates and terrines for commercial sale
AMPS313	Prepare product formulations
AMPS314	Ferment and mature product
AMPS315	Blend meat product
AMPX302	Cure and corn product
AMPX305	Smoke product

Group D

AMPA3094	Use standard product descriptions – beef

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AMPA3095	Use standard product descriptions – pork
AMPS303	Fill casings
AMPS304	Thaw product – water
AMPS305	Thaw product – air
AMPX204	Maintain production records
AMPX303*	Break carcase into primal cuts
AMPX304*	Prepare primal cuts
AMPX309	Identify and repair equipment faults
MSL904002	Perform standard calibrations
MSL952002	Handle and transport samples or equipment
MSL954004	Obtain representative samples in accordance with sampling plan
MSL973013	Perform basic tests
TAEDEL301	Provide work skill instruction

Prerequisite requirements

Unit of competency	**Prerequisite requirement**
AMPA2047 Inspect hindquarter and remove contamination	AMPX209 Sharpen knives
AMPA2048 Inspect forequarter and remove contamination	AMPX209 Sharpen knives
AMPX210 Prepare and slice meat cuts	AMPX209 Sharpen knives
AMPX211 Trim meat to specifications	AMPX209 Sharpen knives
AMPX303 Break carcase into primal cuts	AMPX209 Sharpen knives

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Unit of competency	Prerequisite requirement
AMPX304 Prepare primal cuts	AMPX209 Sharpen knives

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMP31016 Certificate III in Meat Processing (Smallgoods - Manufacture) Release 3	AMP31016 Certificate III in Meat Processing (Smallgoods - Manufacture) Release 2	All unit codes and titles checked, only FDF and MSL elective units updated	Equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMP31116 Certificate III in Meat Processing (Livestock Handling)

Modification History

Release	Comments
Release 4	This version released with AMP Australian Meat Processing Training Package Version 5.1.
Release 3	This version released with AMP Australian Meat Processing Training Package Version 4.0.
Release 2	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Qualification Description

This qualification covers the work activities undertaken by team leaders working the yards or lairage. Typically people undertaking this qualification will have responsibility for the welfare, yarding and movement of stock in an abattoir.

Graduates from this qualification will have a wide range of cognitive, technical and communication skills to select and apply a specialised range of tools, materials and information to:

- complete routine activities
- provide and transmit solutions to predictable and sometimes unpredictable problems.

Graduates will apply knowledge and skills to demonstrate autonomy and judgement and to take limited responsibility in known and stable contexts within established parameters.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

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- 19 units of competency:
  - 6 core units plus
  - 13 elective units.

Core Units

AHCLSK205	Handle livestock using basic techniques
AMPA2006	Apply animal welfare and handling requirements
AMPCOR203	Comply with Quality Assurance and HACCP requirements
AMPCOR204	Follow safe work policies and procedures
AMPCOR205	Communicate in the workplace
AMPCOR206	Overview the meat industry

Elective Units

- Select five units from Group A.
- Select six units from Group B.
- Select a further two units from Group B or C, or this or any other endorsed Training Package or Accredited Course.
- Selected units must be relevant to job outcomes in stockyards and must be chosen to ensure the integrity of the qualification outcome at AQF level 3.

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification.

Group A

AHCLSK204	Carry out regular livestock observation
AHCLSK218*	Ride educated horses to carry out basic stock work
AMPA2000	Prepare animals for slaughter
AMPA2001	Feed race
AMPA2002	Restrain animal
AMPA2003	Perform emergency kill
AMPA2005	Unload livestock

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AMPA2007	Identify animals using electronic systems
AMPA2177	Handle working dogs in stock yards
UEENEED101A	Use computer applications relevant to a workplace

Group B

AHCLSK320	Coordinate and monitor livestock transport
AMPA3002	Handle animals humanely while conducting ante-mortem inspection
AMPA3069*	Perform ante-mortem inspection and make disposition
AMPA3101	Overview of the NLIS for sheep and goats
AMPA3102	Overview of the NLIS program utilising RFIDs
AMPA3103*	Manage NLIS data for livestock in lairage
AMPA3104*	Manage NLIS data for sheep and goats in lairage
AMPA3105*	Manage NLIS for direct purchase of stock identified with an RFID
AMPA3106*	Manage NLIS for direct purchase of sheep or goats
AMPA3107*	Manage NLIS data for saleyard purchase of livestock
AMPA3108*	Manage NLIS for saleyard purchase of sheep or goats
AMPA3110*	Manage, report and upload mob based NLIS data for sheep and goats
AMPA3113	Prepare a kill sheet
AMPA3115*	Undertake pre slaughter checks of NVDs, PICs and RFIDs
AMPA3131	Identify and report emergency diseases of food animals
AMPA3133*	Manage NLIS data for pigs in lairage
AMPA3134	Overview of the NLIS Pork
AMPA3136	Monitor welfare of stock during out-of-hours receival

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AMPA402	Oversee plant compliance with the Australian standards for Meat Processing
AMPA416	Oversee humane handling of animals
AMPA417*	Conduct an animal welfare audit of a meat processing plant
TLID0002	Care for livestock in transit

Group C

AMPX306	Provide coaching
AMPX307	Provide mentoring
AMPX308	Follow and implement an established work plan
AMPX404	Conduct an internal audit of a documented program
BSBFLM312	Contribute to team effectiveness
MSMENV172	Identify and minimise environmental hazards
TAEDEL301	Provide work skill instruction

Prerequisite requirements

Unit of competency	**Prerequisite requirement**
AHCLSK218 Ride educated horses to carry out basic stock work	ACMEQU202 Handle horses safely ACMEQU206 Perform horse riding skills at walk, trot and canter
AMPA3069 Perform Ante-Mortem Inspection and make disposition	AMPA3002 Handle animals humanely while conducting ante-mortem inspection
AMPA3103 Manage NLIS data for livestock in lairage	AMPA3102 Overview of the NLIS program utilising RFIDs
AMPA3104 Manage NLIS data for sheep and goats in lairage	AMPA3101 Overview of the NLIS for sheep and goats
AMPA3105 Manage NLIS for	AMPA3102 Overview of the NLIS program utilising

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Unit of competency	Prerequisite requirement
direct purchase of stock identified with an RFID	RFIDs
AMPA3106 Manage NLIS for direct purchase of sheep or goats	AMPA3101 Overview of the NLIS for sheep and goats
AMPA3107 Manage NLIS data for saleyard purchase of livestock	AMPA3102 Overview of the NLIS program utilising RFIDs
AMPA3108 Manage NLIS for saleyard purchase of sheep or goats	AMPA3101 Overview of the NLIS for sheep goats
AMPA3110 Manage, report and upload mob based NLIS data for sheep and goats	AMPA3101 Overview of the NLIS for sheep and goats
AMPA3115 Undertake pre slaughter checks of NVDs, PICs and RFIDs	AMPA3102 Overview of the NLIS program utilising RFIDs
AMPA3133 Manage NLIS data for pigs in lairage	AMPA3134 Overview of the NLIS pork
AMPA417 Conduct an animal welfare audit of a meat processing plant	AMPA2006 Apply animal welfare and handling requirements AMPA416 Oversee humane handling of animals AMPX404 Conduct an internal audit of a documented program

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMP31116 Certificate III in Meat Processing (Livestock Handling) Release 4	AMP31116 Certificate III in Meat Processing (Livestock Handling) Release 3	Qualification updated to remove two elective units that have been deleted as part of meeting Skills Ministers' priority of removing training	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
		products with low or no enrolments, as agreed by the AISC	

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMP31216 Certificate III in Meat Processing (Packing Operations)

Modification History

Release	Comments
Release 3	This version released with AMP Australian Meat Processing Training Package Version 5.1.
Release 2	This version released with AMP Australian Meat Processing Training Package Version 4.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Qualification Description

This qualification covers the work activities undertaken by team leaders in a packing room of a meat processing operation. Typically people undertaking this qualification will have responsibility for a group of people and for the smooth, safe and efficient running of the packing process. They will frequently be called upon to train new recruits or to implement new processes or customer specifications.

Graduates from this qualification will have a wide range of cognitive, technical and communication skills to select and apply a specialised range of tools, materials and information to:

- complete routine activities
- provide and transmit solutions to predictable and sometimes unpredictable problems

Graduates will apply knowledge and skills to demonstrate autonomy and judgement and to take limited responsibility in known and stable contexts within established parameters.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Candidates must have completed the following units or their equivalent:

- AMPA2068 Inspect meat for defects
- AMPA2070 Identify cuts and specifications
- AMPA2071 Pack meat product.

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Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 18 units of competency:
  - 7 core units plus
  - 11 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- Select a minimum of 11 units
- 8 units must be selected from the elective list
- The remaining units may be selected from the elective list, or this or any other endorsed Training Package or Accredited Course.

Selected units must be relevant to job outcomes in a meat processing packing operation and must be chosen to ensure the integrity of the qualification outcome at AQF level 3.

Core Units

AMPA3116	Supervise meat packing operation
AMPCOR201	Maintain personal equipment
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR203	Comply with Quality Assurance and HACCP requirements
AMPCOR204	Follow safe work policies and procedures
AMPCOR205	Communicate in the workplace
AMPCOR206	Overview the meat industry

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

AMPA3072*	Perform carcase Meat Hygiene Assessment
AMPA3073	Perform process monitoring for Meat Hygiene Assessment

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AMPA3074	Perform boning room Meat Hygiene Assessment
AMPA3093	Use standard product descriptions - sheep and goats
AMPA3094	Use standard product descriptions - beef
AMPA3095	Use standard product descriptions - pork
AMPA3117	Oversee product loadout
AMPX301	Assess product in chillers
AMPX308	Follow and implement an established work plan
AMPX309	Identify and repair equipment faults
AMPX310	Perform pre-operations hygiene assessment
AMPX311	Monitor production of packaged product to customer specifications
AMPX404	Conduct an internal audit of a documented program
FBPOPR3004	Set up a production or packaging line for operation
MSL904002	Perform standard calibrations
MSL922001	Record and present data
MSL954004	Obtain representative samples in accordance with sampling plan
MSMENV172	Identify and minimise environmental hazards
MSMSUP300	Identify and apply process improvements
MSS403032	Analyse manual handling processes

Prerequisite requirements

Unit of competency	**Prerequisite requirement**
AMPA3072 Perform carcase Meat Hygiene Assessment	AMPX209 Sharpen knives

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Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMP31216 Certificate III in Meat Processing (Packing Operations) Release 3	AMP31216 Certificate III in Meat Processing (Packing Operations) Release 2	Qualification updated to remove one elective unit that has been deleted as part of meeting Skills Ministers' priority of removing training products with low or no enrolments, as agreed by the AISC	Equivalent

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMP40215 Certificate IV in Meat Processing (General)

Modification History

Release	Comments
Release 5	This version released with AMP Australian Meat Processing Training Package Version 5.1.
Release 4	This version released with AMP Australian Meat Processing Training Package Version 4.0.
Release 3	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 2	This version released with AMP Australian Meat Processing Training Package Version 2.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Qualification 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.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 12 units of competency:
  - 4 core units plus
  - 8 elective units.

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Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 1 unit from Group A
- 1 unit from Groups B or C or D or E
- 3 units from the elective list (any group)
- 3 additional units from the elective list, or this or any other endorsed Training Package or Accredited Course.

Selected units must be relevant to job outcomes in meat processing and must be chosen to ensure the integrity of the qualification outcome at AQF level 4.

Core Units

AMPCOR401	Manage own work performance
AMPCOR402	Facilitate Quality Assurance process
AMPCOR403	Participate in workplace health and safety risk control process
AMPCOR404	Facilitate hygiene and sanitation performance

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A: Technical Units

AMPA400	Utilise refrigeration index
AMPA401	Implement a Meat Hygiene Assessment program
AMPA402	Oversee plant compliance with the Australian standards for meat processing
AMPA403	Apply meat science
AMPA404	Conduct and validate pH and temperature declines to MSA standards
AMPA407	Contribute to abattoir design and construction processes
AMPA413	Review or develop an Emergency Animal Disease

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	Response Plan
AMPA415	Manage biogas facilities
AMPA416	Oversee humane handling of animals
AMPX401	Monitor meat preservation process
AMPX402	Monitor and overview the production of processed meats and smallgoods
AMPX403*	Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM)
AMPX405	Conduct statistical analysis of process
AMPX407	Oversee export requirements
AMPX415	Specify beef product using AUS-MEAT language
AMPX416	Specify sheep product using AUS-MEAT language
AMPX417	Specify pork product using AUS-MEAT language
AMPX420	Participate in the ongoing development and implementation of a HACCP and Quality Assurance system
AMPX421	Establish sampling program
AMPX424	Raise and validate requests for export permits and Meat Transfer Certificates
AMPX426	Undertake chiller assessment to AUS-MEAT requirements

Group B: Management units

AMPA405	Develop and implement Quality Assurance program for a rendering plant
AMPX406	Manage or oversee an external audit of the establishment’s quality system
AMPX410	Facilitate achievement of enterprise environmental policies and goals
AMPX413	Manage and maintain a food safety plan

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AMPX419	Participate in product recall
AMPX422	Develop and implement work instructions and SOPs
AMPX428	Plan, conduct and report a workplace incident investigation
BSBCUS402	Address customer needs
BSBHRM405	Support the recruitment, selection and induction of staff
BSBINM401	Implement workplace information system
BSBMGT402	Implement operational plan
BSBMGT403	Implement continuous improvement
BSBMKG414	Undertake marketing activities
BSBRKG404	Monitor and maintain records in an online environment
SIRRINV001	Receive and handle retail stock
SIRRMRM001	Plan merchandise buying strategy
SIRRRTF002	Monitor retail store financials
SIRXCEG003	Build customer relationships and loyalty

Group C: Leadership units

AMPX411	Foster a learning culture in a meat enterprise
AMPX412	Build productive and effective workplace relationships
AMPX418	Lead communication in the workplace
AMPX423	Supervise new recruits
BSBINN301	Promote innovation in a team environment
BSBLDR403	Lead team effectiveness
BSBLED401	Develop teams and individuals

Group D: Auditing units

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AMPA417*	Conduct an animal welfare audit of a meat processing plant
AMPX404	Conduct an internal audit of a documented program
AMPX425	Conduct a document review
FBPAUD4001	Assess compliance with food safety programs
FBPAUD4002	Communicate and negotiate to conduct food safety audits
FBPAUD4003	Conduct food safety audits
FBPAUD4004	Identify, evaluate and control food safety hazards

Group E: Training units

TAEASS401	Plan assessment activities and processes
TAEASS402	Assess competence

Prerequisite requirements

Unit of competency	Prerequisite requirement
AMPA417 Conduct an animal welfare audit of a meat processing plant	AMPA416 Oversee of humane handling of animals AMPX404 Conduct an internal audit of a documented program AMPA2006 Apply animal welfare and handling requirements
AMPX403 Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM)	AMPCOR202 Apply hygiene and sanitation practices AMPCOR404 Facilitate hygiene and sanitation practices

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMP40215	AMP40215	Qualification updated to	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
Certificate IV in Meat Processing (General) Release 5	Certificate IV in Meat Processing (General) Release 4	remove four elective units that have been deleted as part of meeting Skills Ministers' priority of removing training products with low or no enrolments, as agreed by the AISC	

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMP40315 Certificate IV in Meat Processing (Leadership)

Modification History

Release	Comments
Release 5	This version released with AMP Australian Meat Processing Training Package Version 5.1.
Release 4	This version released with AMP Australian Meat Processing Training Package Version 4.0.
Release 3	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 2	This version released with AMP Australian Meat Processing Training Package Version 2.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Qualification Description

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

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 12 units of competency:
  - 4 core units plus
  - 8 elective units.

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Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 5 units from the elective list
- 3 additional units from the elective list, or this or any other endorsed Training Package or Accredited Course.

Selected units must be relevant to job outcomes in meat processing supervisory roles and must be chosen to ensure the integrity of the qualification outcome at AQF level 4.

Core Units

AMPCOR401	Manage own work performance
AMPCOR402	Facilitate Quality Assurance process
AMPCOR403	Participate in workplace health and safety risk control process
AMPCOR404	Facilitate hygiene and sanitation performance

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

AMPA413	Review or develop an Emergency Animal Disease Response Plan
AMPX403*	Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM)
AMPX410	Facilitate achievement of enterprise environmental policies and goals
AMPX411	Foster a learning culture in a meat enterprise
AMPX412	Build productive and effective workplace relationships
AMPX413	Manage and maintain a food safety plan
AMPX418	Lead communication in the workplace
AMPX419	Participate in product recall
AMPX422	Develop and implement work instructions and SOPs

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AMPX423	Supervise new recruits
AMPX428	Plan, conduct and report a workplace incident investigation
BSBCUS402	Address customer needs
BSBINM401	Implement workplace information system
BSBINN301	Promote innovation in a team environment
BSBLDR403	Lead team effectiveness
BSBLED401	Develop teams and individuals
BSBMGT402	Implement operational plan
BSBMGT403	Implement continuous improvement
SIRRINV001	Receive and handle retail stock
SIRRMRM001	Plan merchandise buying strategy
SIRRRTF002	Monitor retail store financials
TAEASS401	Plan assessment activities and processes
TAEASS402	Assess competence

Prerequisite requirements

Unit of competency	**Prerequisite requirement**
AMPX403 Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM)	AMPCOR202 Apply hygiene and sanitation practices AMPCOR404 Facilitate hygiene and sanitation performance

Qualification Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
AMP40315 Certificate IV in Meat	AMP40315 Certificate IV in Meat	Qualification updated to remove three elective	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
Processing (Leadership) Release 5	Processing (Leadership) Release 4	units that have been deleted as part of meeting Skills Ministers' priority of removing training products with low or no enrolments, as agreed by the AISC	

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMP40415 Certificate IV in Meat Processing (Quality Assurance)

Modification History

Release	Comments
Release 4	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 3	This version released with AMP Australian Meat Processing Training Package Version 4.0.
Release 2	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Qualification Description

This qualification covers work activities undertaken by Quality Assurance officers in meat processing enterprises.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

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

- AMPCOR201 Maintain personal equipment
- AMPCOR202 Apply hygiene and sanitation practices
- AMPCOR203 Comply with Quality Assurance and HACCP requirements
- AMPCOR204 Follow safe work policies and procedures
- AMPCOR205 Communicate in the workplace
- AMPCOR206 Overview the meat industry

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 12 units of competency:
  - 6 core units plus
  - 6 elective units.

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Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- Select 4 units from the elective list
- Select 2 additional units from the elective list, or this or any other endorsed Training Package or Accredited Course. Selected units must be relevant to job outcomes in Quality Assurance and must be chosen to ensure the integrity of the qualification outcome at AQF level 4.

Core Units

AMPCOR401	Manage own work performance
AMPCOR402	Facilitate Quality Assurance process
AMPCOR403	Participate in workplace health and safety risk control process
AMPCOR404	Facilitate hygiene and sanitation performance
AMPX404	Conduct an internal audit of a documented program
AMPX420	Participate in the ongoing development and implementation of a HACCP and Quality Assurance system

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

AMPA400	Utilise refrigeration index
AMPA401	Implement a Meat Hygiene Assessment program
AMPA402	Oversee plant compliance with the Australian standards for meat processing
AMPA403	Apply meat science
AMPA404	Conduct and validate pH and temperature declines to MSA standards
AMPA405	Develop and implement Quality Assurance program for a rendering plant

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AMPA413	Review or develop an Emergency Animal Disease Response Plan
AMPA414	Manage the collection, monitoring and reporting of animal health data from a meat processing plant
AMPA415	Manage biogas facilities
AMPA416	Oversee humane handling of animals
AMPA417*	Conduct an animal welfare audit of a meat processing plant
AMPX312	Calculate carcase yield in a boning room
AMPX403*	Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM)
AMPX405	Conduct statistical analysis of process
AMPX406	Manage or oversee an external audit of the establishment's quality system
AMPX415	Specify beef product using AUS-MEAT language
AMPX416	Specify sheep product using AUS-MEAT language
AMPX417	Specify pork product using AUS-MEAT language
AMPX419	Participate in product recall
AMPX422	Develop and implement work instructions and SOPs
AMPX424	Raise and validate requests for export permits and Meat Transfer Certificates
AMPX425	Conduct a document review
AMPX426	Undertake chiller assessment to AUS-MEAT requirements
AMPX428	Plan, conduct and report a workplace incident investigation
AMPX429	Develop and implement a TACCP and VACCP plan
AMPX430	Develop, implement and evaluate a pest control program in a meat processing premises

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AMPX431	Oversee meat processing establishment's Halal compliance
FBPAUD4001	Assess compliance with food safety programs
FBPAUD4002	Communicate and negotiate to conduct food safety audits
FBPAUD4003	Conduct food safety audits
FBPAUD4004	Identify, evaluate and control food safety hazards

Prerequisite requirements

Unit of competency	**Prerequisite requirement**
AMPA417 Conduct an animal welfare audit of a meat processing plant	AMPA416 Oversee of humane handling of animals AMPX404 Conduct an internal audit of a documented program AMPA2006 Apply animal welfare and handling requirements
AMPX403 Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM)	AMPCOR202 Apply hygiene and sanitation practices AMPCOR404 Facilitate hygiene and sanitation performance

Qualification Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
AMP40415 Certificate IV in Meat Processing (Quality Assurance) Release 4	AMP40415 Certificate IV in Meat Processing (Quality Assurance) Release 3	New elective units added: AMPX431, AMPA404 and AMPA416 AMPA411 corrected to AMPA416 in prerequisite requirements	Equivalent

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Links

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AMP40516 Certificate IV in Meat Processing (Meat Safety)

Modification History

Release	Comments
Release 4	This version released with AMP Australian Meat Processing Training Package Version 4.0.
Release 3	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 2	This version released with AMP Australian Meat Processing Training Package Version 2.2.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Qualification Description

This qualification covers work activities undertaken by meat inspectors in meat processing enterprises, usually at export processing plants. It covers the duties of a meat inspector performing post-mortem inspection and, in some cases, ante-mortem inspection.

People seeking registration as a meat inspector should check the current requirements with their state or territory food authority or the Australian Government – Agriculture, as appropriate, when selecting electives.

This qualification differs from the *Certificate III in Meat Processing (Meat Safety)* in that it addresses the skills and knowledge necessary to oversee the implementation of Approved Arrangements and workplace health and safety programs.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 21 or 24 (depending on elective selection) units of competency:
  - 14 core units plus
  - 7 or 10 (depending on elective selection) elective units.

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Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- Select 2 units from Group A **or s**elect 1 unit from Group A and 4 units from Group B, and
- Select 5 units from Group C

Core Units

AMPA3071	Implement food safety program
AMPA3119	Apply food animal anatomy and physiology to inspection processes
AMPA3131	Identify and report emergency diseases of food animals
AMPCOR201	Maintain personal equipment
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR203	Comply with Quality Assurance and HACCP requirements
AMPCOR204	Follow safe work policies and procedures
AMPCOR205	Communicate in the workplace
AMPCOR206	Overview the meat industry
AMPCOR401	Manage own work performance
AMPCOR402	Facilitate Quality Assurance process
AMPCOR403	Participate in workplace health and safety risk control process
AMPCOR404	Facilitate hygiene and sanitation performance
AMPX209	Sharpen knives

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A

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AMPA3120*	Perform ante and post-mortem inspection - Ovine and Caprine
AMPA3121*	Perform ante and post-mortem inspection – Bovine
AMPA3122*	Perform ante and post-mortem inspection – Porcine
AMPA3123*	Perform ante and post-mortem inspection – Poultry
AMPA3124*	Perform ante and post-mortem inspection – Ratites
AMPA3125*	Perform ante and post-mortem inspection – Camels
AMPA3127*	Perform post-mortem inspection – Wild game
AMPA3128*	Perform ante and post-mortem inspection – Rabbits
AMPA3129*	Perform ante and post-mortem inspection – Deer
AMPA3130*	Perform ante and post-mortem inspection – Horses
AMPA3132*	Perform ante and post-mortem inspection– Alpacas or Llamas
AMPA3135*	Perform ante and post-mortem inspection – Calves

Group B

AMPA3002	Handle animals humanely while conducting ante-mortem inspection
AMPA3003	Assess effective stunning and bleeding
AMPA3043*	Prepare head for inspection
AMPA3047*	Prepare and present viscera for inspection
AMPA3072*	Perform carcase Meat Hygiene Assessment
AMPA3073	Perform process monitoring for Meat Hygiene Assessment
AMPA3074	Perform boning room Meat Hygiene Assessment
AMPA3081	Perform offal Meat Hygiene Assessment
AMPA402	Oversee plant compliance with the Australian Standards for meat processing

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AMPA406	Inspect transportation container or vehicle
AMPG300	Overview wild game meat industry
AMPG303	Receive and inspect wild game carcases from the field
AMPG304	Receive and inspect wild game carcases at a processing plant
AMPG305	Store wild game carcases
AMPX404	Conduct an internal audit of a documented program
BSBFLM312	Contribute to team effectiveness
MSL904002	Perform standard calibrations
MSL922001	Record and present data
MSL954004	Obtain representative samples in accordance with sampling plan

Group C

AMPA400	Utilise refrigeration index
AMPA401	Implement a Meat Hygiene Assessment program
AMPA402	Oversee plant compliance with the Australian Standards for meat processing
AMPA406	Inspect transportation container or vehicle
AMPA407	Contribute to abattoir design and construction processes
AMPA413	Review or develop an Emergency Animal Disease Response Plan
AMPA414	Manage the collection, monitoring and interpretation of animal health data from a meat processing plant
AMPA416	Oversee humane handling of animals
AMPA417*	Conduct an animal welfare audit of a meat processing plant

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AMPX401	Monitor meat preservation process
AMPX402	Monitor and overview the production of processed meats and smallgoods
AMPX403*	Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM)
AMPX404	Conduct an internal audit of a documented program
AMPX406	Manage or oversee an external audit of the establishment's quality system
AMPX407	Oversee export requirements
AMPX412	Build productive and effective workplace relationships
AMPX420	Participate in ongoing development and implementation of a HACCP and Quality Assurance system
AMPX421	Establish sampling program
AMPX424	Raise and validate requests for export permits and Meat Transfer Certificates
AMPX425	Conduct a document review
AMPX428	Plan, conduct and report a workplace incident investigation
FBPAUD4001	Assess compliance with food safety programs
FBPAUD4002	Communicate and negotiate to conduct food safety audits
FBPAUD4003	Conduct food safety audits

Prerequisite requirements

Unit of competency	**Prerequisite requirement**
AMPA3043 Prepare head for inspection	AMPX209 Sharpen Knives
AMPA3047 Prepare and present viscera for inspection	AMPX209 Sharpen knives
AMPA3072 Perform carcase Meat Hygiene Assessment	AMPX209 Sharpen Knives

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Unit of competency	**Prerequisite requirement**
AMPA3120 Perform ante and post-mortem inspection - Ovine and Caprine	AMPX209 Sharpen Knives AMPA3002 Handle animals humanely while conducting ante-mortem inspection
AMPA3121 Perform ante and post-mortem inspection – Bovine	AMPX209 Sharpen Knives AMPA3002 Handle animals humanely while conducting ante-mortem inspection
AMPA3122 Perform ante and post-mortem inspection – Porcine	AMPX209 Sharpen Knives AMPA3002 Handle animals humanely while conducting ante-mortem inspection
AMPA3123 Perform ante and post-mortem inspection – Poultry	AMPX209 Sharpen Knives AMPA3002 Handle animals humanely while conducting ante-mortem inspection
AMPA3124 Perform ante and post-mortem inspection – Ratites	AMPX209 Sharpen Knives AMPA3002 Handle animals humanely while conducting ante-mortem inspection
AMPA3125 Perform ante and post-mortem inspection – Camels	AMPX209 Sharpen Knives AMPA3002 Handle animals humanely while conducting ante-mortem inspection
AMPA3127 Perform post-mortem inspection – Wild game	AMPX209 Sharpen Knives
AMPA3128 Perform ante and post-mortem inspection – Rabbits	AMPX209 Sharpen Knives AMPA3002 Handle animals humanely while conducting ante-mortem inspection
AMPA3129 Perform ante and post-mortem inspection – Deer	AMPX209 Sharpen Knives AMPA3002 Handle animals humanely while conducting ante-mortem inspection
AMPA3130 Perform ante and post-mortem inspection – Horses	AMPX209 Sharpen Knives AMPA3002 Handle animals humanely while conducting ante-mortem inspection
AMPA3132 Perform ante and	AMPX209 Sharpen Knives

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Unit of competency	Prerequisite requirement
post-mortem inspection– Alpacas or Llamas	AMPA3002 Handle animals humanely while conducting ante-mortem inspection
AMPA3135 Perform ante and post-mortem inspection – Calves	AMPX209 Sharpen Knives AMPA3002 Handle animals humanely while conducting ante-mortem inspection
AMPA417 Conduct an animal welfare audit of a meat processing plant	AMPA2006 Apply animal welfare and handling requirements AMPA416 Oversee humane handling of animals AMPX404 Conduct an internal audit of a documented program
AMPX403 Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM)	AMPCOR202 Apply hygiene and sanitation practices AMPCOR404 Facilitate hygiene and sanitation performance

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMP40516 Certificate IV in Meat Processing (Meat Safety) Release 4	AMP40516 Certificate IV in Meat Processing (Meat Safety) Release 3	New elective units added: AMPA406, AMPA414, AMPX428 AMPX403 – correction made to prerequisite code All unit codes and titles checked, FDF, MSL and AMPA417 elective units updated	Equivalent qualification

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Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMP50221 Diploma of Meat Processing

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 6.0.

Qualification Description

The qualification reflects the role of individuals who apply knowledge, practical skills and experience in team leadership and/or management roles across operational, functional, technical and business meat industry contexts to process meat and produce meat products for domestic and export markets.

No licensing, legislative or certification requirements are known to apply to this qualification at the time of publication.

Entry Requirements

Entry into this qualification is open to an individual who can demonstrate the skills and knowledge and to:

- have completed the following units of competency prior to commencement of this qualification:
  - AMPCOR401 Manage own work performance
  - AMPCOR402 Facilitate Quality Assurance process
  - AMPCOR403 Participate in workplace health and safety risk control process
  - AMPCOR404 Facilitate hygiene and sanitation performance

Or

  - may have acquired the skills and knowledge through industry experience or through the completion of a Certificate IV Meat Processing qualification or equivalent.

Packaging Rules

To achieve this qualification, competency must be demonstrated in 6 units of competency.

The units are to be chosen as follows:

- At least 4 units from the electives listed below, of which at least 2 units must be coded AMP
- 2 additional units from the electives listed below, or any other endorsed Training Package or accredited course.

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Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome.

Elective Units

AMPMGT501	Design and manage the food safety system
AMPMGT502	Manage new product or process development
AMPMGT505	Manage maintenance systems
AMPMGT506	Manage utilities and energy
AMPMGT507	Manage and improve meat industry plant operations
AMPMGT508	Manage environmental impacts of meat processing operations
AMPMGT509	Manage, maintain and continuously improve workplace health and safety plans and systems
AMPMGT511	Manage feedlot facility
AMPMGT512	Manage supply chain and enterprise animal welfare performance
AMPMGT513	Manage transportation of meat, meat products and meat by-products
AMPMGT514	Develop, manage and maintain quality systems
BSBAUD514	Interpret compliance requirements
BSBFIN501	Manage budgets and financial plans
BSBOPS502	Manage business operational plans
BSBPMG430	Undertake project work
BSBTWK501	Lead diversity and inclusion
BSBTWK502	Manage team effectiveness
SIRXMGT005	Lead the development of business opportunities
SIRXMKT005	Develop a marketing strategy
TLIX0011X	Establish blockchain in supply chains

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TLIX0015X	Manage fundamental aspects of supply chains

Qualification Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
AMP50221 Diploma of Meat Processing	AMP50115 Diploma of Meat Processing (Meat Retailing)	Redesigned qualification that includes content from two existing qualifications Qualification description, entry requirements, packaging rules and elective units updated	Not equivalent
AMP50221 Diploma of Meat Processing	AMP50215 Diploma of Meat Processing	Redesigned qualification that includes content from two existing qualifications Qualification description, entry requirements, packaging rules and elective units updated	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMP60121 Advanced Diploma of Meat Processing

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 6.0.

Qualification Description

The qualification reflects the role of individuals who are in middle to senior management positions with responsibility for strategic leadership and management of significant areas or departments in meat enterprises that process meat and produce meat products for domestic and export markets.

No licensing, legislative or certification requirements are known to apply to this qualification at the time of publication.

Entry Requirements

Entry into this qualification is open to an individual who can demonstrate the skills and knowledge and to:

- have completed the following units of competency prior to commencement of this qualification:
  - AMPCOR401 Manage own work performance
  - AMPCOR402 Facilitate Quality Assurance process
  - AMPCOR403 Participate in workplace health and safety risk control process
  - AMPCOR404 Facilitate hygiene and sanitation performance

Or

  - may have acquired the skills and knowledge through industry experience or through the completion of a Certificate IV Meat Processing qualification or equivalent.

Packaging Rules

To achieve this qualification, competency must be demonstrated in 6 units of competency.

The units are to be chosen as follows:

- At least 4 units from the electives listed below, of which at least 2 units must be coded AMP
- 2 additional units from the electives listed below, or any other endorsed Training Package or accredited course.

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Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome.

Elective Units

AMPMGT601	Benchmark to manage and improve enterprise performance
AMPMGT602	Monitor and manage organisational legal responsibilities
AMPMGT603	Manage meat processing systems to maintain and improve product quality
AMPMGT604	Manage effective operation of meat enterprise cold chain and refrigeration systems
AMPMGT605	Assess and purchase livestock
AMPMGT606	Analyse and develop enterprise systems for new opportunities
AMPMGT607	Establish new markets
BSBFIN601	Manage organisational finances
BSBLDR601	Lead and manage organisational change
BSBLDR602	Provide leadership across the organisation
BSBOPS504	Manage business risk
BSBOPS601	Develop and implement business plans

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMP60121 Advanced Diploma of Meat Processing	AMP60115 Advanced Diploma of Meat Processing	Description, packaging rules, entry requirements and elective units revised	Not equivalent

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMP80115 Graduate Certificate in Agribusiness

Modification History

Release	Comments
Release 4	This version released with AMP Australian Meat Processing Training Package Version 4.0.
Release 3	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 2	This version released with AMP Australian Meat Processing Training Package Version 2.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Qualification 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.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Candidates must enter the qualification through one of the following entry points which demonstrate their potential to undertake study at graduate level:

- 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 6 attributes and criteria
- higher education qualification (e.g. Bachelor Degree), with relevant vocational experience in an agrifood industry.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 4 units of competency:

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- 0 core units plus
- 4 elective units.

Elective Units

Select:

- 3 units of competency from Group A: Business Leadership Stream
- 1 unit of competency from either Group A, not previously selected, or Group B: Technical Stream, or from a relevant Graduate Certificate or Diploma from this Training Package or any other Training Package or accredited course.

Selected units must be relevant to job outcomes in agribusiness and must be chosen to ensure the integrity of the qualification outcome at AQF level 8.

Group A: Business Leadership Stream

AMPMGT801	Manage financial performance
AMPMGT802	Provide strategic leadership
AMPMGT803	Communicate and negotiate in a culturally diverse context
AMPMGT804	Develop and enhance collaborative partnerships and relationships
BSBDES801	Research and apply design theory
MSS027018	Undertake complex environmental project work
MSS407014	Prepare for and implement change
MSS407015	Build relationships between teams in an operations environment

Group B: Technical Stream

AMPMGT605	Assess and purchase livestock
AMPMGT805	Develop and manage international business operations
AMPMGT806	Commercialise research and technology product or idea
BSBCOM601	Research compliance requirements and issues
NWPGEN006	Implement and manage environmental management

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	policies

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMP80115 Graduate Certificate in Agribusiness Release 4	AMP80115 Graduate Certificate in Agribusiness Release 3	All unit codes and titles checked and MSS unit codes updated	Equivalent qualification

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMP80215 Graduate Diploma of Agribusiness

Modification History

Release	Comments
Release 5	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 4	This version released with AMP Australian Meat Processing Training Package Version 4.0.
Release 3	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 2	This version released with AMP Australian Meat Processing Training Package Version 2.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Qualification 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.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Candidates must enter the qualification through one of the following entry points which demonstrate their potential to undertake study at graduate level:

- 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.

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Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 8 units of competency:
  - 0 core units plus
  - 8 elective units.

Elective Units

Select:

- 3 units from Group A: Business Leadership Stream 1
- 1 unit from either Group A, not previously selected, or Group B: Technical Stream 1, or from a relevant 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)
- 3 units from Group C: Business Leadership Stream 2
- 1 unit from Group D: Technical Stream 2 or from any other group, or from a relevant 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).

Selected units must be relevant to job outcomes in agribusiness and must be chosen to ensure the integrity of the qualification outcome at AQF level 8.

Elective Units

Group A: Business Leadership Stream 1

AMPMGT801	Manage financial performance
AMPMGT802	Provide strategic leadership
AMPMGT803	Communicate and negotiate in a culturally diverse context
AMPMGT804	Develop and enhance collaborative partnerships and relationships
BSBDES801	Research and apply design theory
MSS027018	Undertake complex environmental project work
MSS407014	Prepare for and implement change
MSS407015	Build relationships between teams in an operations environment

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Group B: Technical Stream 1

AMPMGT605	Assess and purchase livestock
AMPMGT805	Develop and manage international business operations
AMPMGT806	Commercialise research and technology product or idea
BSBAUD514	Interpret compliance requirements
NWPGEN006	Implement and manage environmental management policies

Group C: Business Leadership Stream 2

AMPMGT809	Analyse data for business decision making
BSBINS603	Initiate and lead applied research
BSBSTR801	Lead innovative thinking and practice
MSS408009	Develop models of future state operations practice

Group D: Technical Stream 2

AMPMGT807	Manage change to organisational electronic technology systems
AMPMGT808	Undertake research project

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMP80215 Graduate Diploma of Agribusiness Release 5	AMP80215 Graduate Diploma of Agribusiness Release 4	All unit codes and titles checked and MSS408003 replaced with MSS408009	Equivalent

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3015 Perform animal slaughter in accordance with Halal certification requirements

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to slaughter animals in accordance with Halal requirements. Skills and knowledge developed will enable the slaughterer to perform their duties according to Australian requirements for Halal segregation, stunning and slaughter.

The unit applies to individuals who meet the Australian requirements to undertake Halal slaughter.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

At a minimum, Halal slaughter must be carried out to the agreed standards. In some situations, additional market/customer requirements may apply.

Slaughterers approved to undertake Halal slaughter for export must be registered through their Approved Islamic Organisation.

No licensing, legislative or certification requirements apply to this unit at the time of publication for domestic Halal slaughter.

Pre-requisite Unit

Nil

Unit Sector

Abattoirs

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for Halal slaughter	1.1 Identify and apply the rules and conditions required for Halal slaughter 1.2 Check workplace for hazards, identify risks and apply control measures 1.3 Prepare Halal approved equipment prior to slaughter and confirm knife is sharp, and restrainer is operational 1.4 Prepare self and equipment according to enterprise hygiene requirements 1.5 Perform stunning using stunning method and strength approved by public health and Islamic authorities 1.6 Identify animals dying before slaughter as non-Halal, and report to supervisor
2. Perform Halal slaughter	2.1 Position animal on the left side facing Kiblah, and in a manner that confirms the slaughter is quick and pain-free 2.2 Confirm animal insensibility prior to commencing slaughter process 2.3 Follow required Halal slaughter procedures, applying one cut just below glottis in short-necked animals and severing the major vessels whilst uttering prayer 2.4 Perform slaughter process within established timeframe
3. Complete slaughter operations	3.1 Clean and sterilise facilities and equipment according to workplace requirements 3.2 Identify, record and report any carcase and offal that do not meet Halal requirements, and confirm that it is segregated from Halal carcases and offal 3.3 Identify and attach labels to be used on Halal meat products 3.4 Complete post-slaughter documents within organisational timeframes 3.5 Complete equipment storage to avoid cross-contamination according to Halal requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret organisational policies and procedures, and follow sequential written instructions
Writing	• Record observations and information collected as required by the establishment and religious authorising bodies using clear language and accurate industry terminology
Oral communication	• Active listening and effective question skills to clarify information with supervisors and colleagues
Numeracy	• Estimate, calculate and record routine workplace measurements such as time between stunning and slaughter

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPA3015 Perform animal slaughter in accordance with Halal certification requirements	Not applicable	Unit has been created to address an emerging skill required by industry	Newly created

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3015 Perform animal slaughter in accordance with Halal certification requirements

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has satisfactorily completed the Halal slaughter process on at least 25 animals, including:

- complied with relevant Islamic laws during the process
- completed the process within established stunning-to-slaughter timeframes
- identified non-Halal carcases and taken appropriate action with carcase(s) if they occur
- identified and taken appropriate action when Halal product has been contaminated by non-Halal product or processes
- completed post slaughter documentation, equipment cleaning and storage requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- requirements for certification with an Islamic Authority
- Islamic law relevant to the slaughter process
- differences between Halal and non-Halal stunning and slaughter procedures
- procedures for managing stunned animals showing signs of consciousness
- establishment hygiene and sanitation requirements during the slaughter process
- requirements for Halal slaughter and how they relate to the AS4696:2007 Australian Standard for the Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- Halal industry guidelines relating to the use of equipment and methods
- additional customer requirements for Halal slaughter, where applicable
- acceptable practices for use of oesophagus plug
- factors that render product as non-Halal, including:
  - animals which are not permitted on the premises

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- diseased animals
- unacceptable stunning and slaughter procedures.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a meat processing facility at normal chain speed
- resources, equipment and materials:
  - appropriate personal protective equipment
  - approved Halal equipment
  - guides available through the Approved Islamic Organisation for export, or Islamic organisation responsible for domestic certification
  - workplace forms
- specifications:
  - workplace documents such as policies, standard operating procedures, and work instructions,
  - Islamic laws for Halal slaughter.

The following three forms of evidence must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Assessors of this unit must be approved by an Authorised Islamic Organisation.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3137 Operate biogas facilities

Modification History

Release	Comments
Release 1	This version released with AMP Meat Processing Training Package Version 4.0

Application

This unit of competency describes the skills and knowledge required to operate biogas facilities, including monitoring processes and identifying faults or unusual activity within the system.

The unit applies to individuals with responsibility for the day-to-day operation of a biogas facility.

Those undertaking this unit would work under supervision, while performing routine tasks within a range of familiar contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Abattoirs

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Inspect biogas facilities	1.1 Inspect biogas facilities each shift and record and monitor results 1.2 Collect process samples and conduct standard tests 1.3 Identify, record and report any faults in the biogas system 1.4 Follow work health and safety (WHS) requirements and work

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	instructions
2. Complete documentation	2.1 Collect, interpret and record process data according to workplace requirements 2.2. Log any unusual aspects identified in the biogas system
3. Operate safely when working in biogas facilities	3.1 Select and check equipment and tools required to meet safety requirements of site and task 3.2 Select, fit and use personal protective equipment 3.3 Follow safe operating procedures to protect biogas system infrastructure 3.4 Follow safe operating practices when working on and near covered anaerobic lagoon (CAL) covers including biogas transmission lines and storage 3.5 Follow and implements the site's Safety Management Plan

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Reads and interprets workplace instructions and standard operating procedures
Writing	• Completes records and logs correctly
Communication	• Communicates with supervisors to notify faults

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPA3137	Not applicable	New unit	No equivalent unit

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Operate biogas facilities			

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3137 Operate biogas facilities

Modification History

Release	Comments
Release 1	This version released with AMP Meat Processing Training Package Version 4.0

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on a least one occasion:

- taken samples and monitored results
- completed logs and reports
- met the required safety conditions for working in the biogas facility
- collected data and completed required documentation.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- features and components of a biogas system
- flow rates and measurements
- risk factors and potential hazards related to working in a biogas facility
- potential operational problems
- data analysis.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an operating biogas facility
- resources, equipment and materials:
  - access to personal protective equipment
- specifications:

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  - workplace documents such as work instructions, standard operating procedures and safety data sheets
  - manufacturer's operating instructions for specific equipment and machinery used in the workplace
- relationships:
  - team member(s), supervisor(s).

As a minimum, the following three forms of evidence must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3138 Identify secondary sexual characteristics - beef

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to identify if male carcases are displaying secondary sexual characteristics, in particular entire males and males that have been castrated late.

The unit applies to individuals working in a beef processing facility who assess beef carcases to determine the sex and the relevant AUS-MEAT category.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety and food regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Abattoirs

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify beef categories and language according to age and gender	1.1 Identify and explain the categories and classifications for beef using appropriate language and descriptions 1.2 Identify and explain how category and classification impacts on

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	meat quality, eating quality and customer/consumer preferences 1.3 Identify and explain secondary sexual characteristics of beef carcases and how they can affect meat quality
2. Assess carcase for secondary sexual characteristics	2.1 Make visual inspection of carcase and determine if secondary sexual characteristics are present 2.2 Differentiate whether a carcase is likely to be a castrate or entire male 2.3 Record secondary sexual characteristics information according to workplace procedures, amending beef category if necessary 2.4 Identify and segregate carcases with secondary sexual characteristics according to workplace and customer requirements/procedures
3. Comply with workplace requirements for hygiene and safety	3.1 Follow hygiene and sanitation processes during assessment 3.2 Follow work health and safety (WHS) policies and procedures during assessment
4. Report and store information	4.1 Report information according to workplace procedures 4.2 Store any documentation according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehends workplace documents such as vendor declarations and carcase identification/tickets • Comprehends publications such as AUS-MEAT information or industry meat manuals
Writing	• Completes workplace forms and reports for the workplace and customer
Oral communication	• Reports assessment to workplace supervisor • Discusses observations with appropriate personnel • Asks questions to clarify information when unsure

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPA3138 Identify secondary sexual characteristics - beef	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3138 Identify secondary sexual characteristics - beef

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- correctly identified the secondary sexual characteristics in a minimum of five beef carcases where the identity is questionable
- reported findings to an appropriate person in the workplace
- segregated carcase from processing as appropriate
- recorded information appropriately
- stored information appropriately.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the different classifications for male cattle based on age and gender
- the secondary sexual characteristics that determine if an animal is classified as a castrate or entire male
- the impact of gender on eating quality in beef
- procedures for reporting and recording secondary sexual characteristics
- workplace customer specifications
- workplace policies and procedures for:
  - hygiene and sanitation
  - work health and safety.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:

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    - skills must be demonstrated in a meat processing facility at normal chain speed or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - appropriate personal protective equipment
- specifications:
    - workplace documents such as policies, procedures, processes and forms
    - work instructions and standard operating procedures
    - customer/consumer requirements.

The following three forms of evidence must be used:

- quiz of underpinning knowledge
- satisfactory workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3139 Prepare market reports - cattle

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to provide market reports using accurate assessments of cattle, including weight, breed, fat and muscle score, and dressing percentage.

The unit applies to workers in the livestock industry who operate within enterprise guidelines; for example, stock and station agents, Auctions Plus assessors, abattoirs assessors and livestock buyers, MLA Livestock Market Officers, and buyers.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Abattoirs

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Comply with stockyard work health and safety (WHS)	1.1 Select, fit and wear appropriate personal protective equipment 1.2 Use designated walkways and viewing platforms if available

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
requirements	1.3 Move safely around stock at site
2. Assess stock	2.1 Classify stock according to AUS-MEAT categories 2.2 Apply accepted breed codes 2.3 Assess cattle in live weight 2.4 Calculate dressing percentage 2.5 Calculate carcase weight 2.6 Calculate muscle score 2.7 Calculate fat score 2.8 Nominate purchaser
3. Prepare market reports	3.1 Nominate intended audience for the market report 3.2 Structure market report for identified audience 3.3 Ensure all elements of the market are accurately described 3.4 Adopt standard industry grammar and abbreviations

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Oral communication	• Uses questioning and active listening, asking for clarification when necessary and seeking advice
Reading	• Reads and interprets written information and instructions
Writing	• Writes fundamental statements and maintains livestock assessment and reporting records • Uses electronic media as appropriate to the task

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPA3139 Prepare market reports - cattle	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3139 Prepare market reports - cattle

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has participated in one full day of saleyard trading on all categories of traded cattle, including:

accuracy standards:

- cattle liveweight estimates must be within 7% of actual cattle liveweight; 70% of the animals assessed must be within this range
- estimate must be within 3% (+/-) of actual dressing percentage; 70% of the animals assessed must be within this range, or
    - estimate must be within 12kg (+/-) of actual carcase weight; 70% of the animals assessed must be within this range
- estimate must be within 1 grade (+/-) of the actual muscle score; 70% of the animals assessed must be within this range
- estimate must be within 1 score (+/-) of the actual fat score; 70% of the animals assessed must be within this range.

ability to:

- identify hazards and follow safe work practices
- recognise livestock abnormalities
- develop constructive relationships with key livestock sales personnel.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- saleyard operations
- personal protective equipment required in the workplace
- standard classifications of livestock breeds and sex
- methods of determining age

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- livestock classification or scoring system
- stock abnormalities that may affect price and potentially affect carcase value
- AUS-MEAT standards.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - assessment requires access to an operating saleyard, abattoir facility or farm
  - during adverse weather conditions
- resources, equipment and materials:
  - all assessments must be conducted under work conditions and against AUS-MEAT industry standards and regulations as well as MLA guidelines
  - live weight scales
  - slaughter reports to assess competency in calculating carcase weight, fat score, muscle score
- specifications:
  - a minimum of three different forms of assessment must be used
  - formats/templates outlining structure of reports for varying audiences
  - assessments should be completed in the usual timeframe of the sale of the pen
- timeframes:
  - competency must be identified and sustained over a period of time
- relationships:
  - stock and station agents, Auctions Plus assessors, abattoirs assessors and livestock buyers, MLA Livestock Market Officers, and buyers.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3140 Prepare market reports - sheep

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to provide market reports using accurate assessments of sheep, including weight, breed, fat and skin type.

The unit applies to workers in the livestock industry who operate within workplace guidelines; for example, stock and station agents, Auctions Plus assessors, abattoirs assessors and livestock purchasers, MLA Livestock Market Officers, and buyers.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Abattoirs

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Comply with stockyard workplace health and safety (WHS) requirements	1.1 Select, fit and wear appropriate personal protective equipment 1.2 Use designated walkways and viewing platforms if available 1.3 Move safely around stock at a sale site

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
2. Assess stock	2.1 Classify stock according to AUS-MEAT categories, including accepted breed codes 2.2 Apply accepted age, frame size, shear season and joining descriptors 2.3 Assess sheep in live weight 2.4 Calculate dressing percentage 2.5 Calculate carcase weight 2.6 Calculate fat score 2.7 Calculate skin value 2.8 Nominate purchaser
3. Prepare market reports	3.1 Nominate intended audience for the market report 3.2 Structure market report for identified audience 3.3 Ensure all elements of the market are accurately described 3.4 Adopt standard industry grammar and abbreviations

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Uses questioning and active listening, asking for clarification when necessary and seeking advice
Reading and writing	• Reads and interprets written information and instructions;
Writing	• Writes fundamental statements and maintains livestock assessment and reporting records • Uses electronic media as appropriate to the task

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPA3140 Prepare market reports - sheep	Not applicable	New unit	No equivalent unit

Links

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Assessment Requirements for AMPA3140 Prepare market reports - sheep

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has participated in one full day of saleyard trading on all categories of traded sheep, including:

accuracy standards:

- carcase estimates must be within 1.6kg (+/-) of actual carcase weight; 70% of the animals assessed must be within this range
- fat score estimates must be within 1 score (+/-) of the actual fat score; 70% of the animals assessed must be within this range.

ability to:

- identify hazards and follow safe work practices
- recognise livestock abnormalities
- develop constructive relationships with key livestock sales personnel.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- saleyard operations
- personal protective equipment required in the workplace
- standard classifications of livestock breeds and sex
- methods of determining age
- livestock classification or scoring system
- stock abnormalities that may affect stock price and potentially affect carcase value
- AUS-MEAT standards.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - assessment requires access to an operating saleyard, abattoir facility or farm
  - during adverse weather conditions
- resources, equipment and materials:
  - all assessments must be conducted under work conditions and against AUS-MEAT industry standards and regulations as well as MLA guidelines
  - live weight scales
  - slaughter reports to assess competency in calculating carcase weight, fat score, muscle score
- specifications:
  - a minimum of three different forms of assessment must be used
  - formats/templates outlining structure of reports for varying audiences
  - assessments should be completed in the usual timeframe of the sale of the pen
- timeframes:
  - competency must be identified and sustained over a period of time
- relationships:
  - stock and station agents, Auctions Plus assessors, abattoirs assessors and livestock buyers, MLA Livestock Market Officers, and buyers.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA414 Manage the collection, monitoring and reporting of animal health data from a meat processing plant

Modification History

Release	Comments
Release 1	This version released with AMP Meat Industry Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to manage the collection, monitoring and reporting of animal health data from a meat processing premises. Data may be collected in the lairage or on the slaughter floor. The data may be recorded manually on paper forms or by using electronic technological aids such as touch screens or voice recognition.

The data collected can be provided as feedback to livestock owners and producers, as well as monitored and reported by the meat processor. In some cases, the data will be supplied in part or whole to a third party such as a state government Department of Primary Industries or a national database for further analysis to support extension, research or market access needs.

This unit applies to individuals who:

- have a working knowledge of the major animal pathological diseases and conditions that impact livestock production
- manage the collection of animal health data
- organise uploading animal health data to a database, and monitor it
- interpret animal health data in terms of the impact of the relevant pathological diseases on yield.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Abattoirs

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify the relevant animal diseases for data collection	1.1 Identify endemic diseases and conditions to be recorded relevant to the enterprise and species 1.2 Identify the standard to be applied to the recording of diseases and conditions at ante- and/or post-mortem 1.3 Identify the impact of the relevant diseases and conditions on yield and potential impact on carcase weights 1.4 Identify sources of information, including veterinary advice, available to producers on strategies to reduce the incidence of diseases and conditions
2. Manage the collection and recording of animal health data	2.1 Identify the livestock diseases and conditions to be monitored at a specific plant 2.2 Maintain and validate ante- and post-mortem data collection and recording procedures for the plant 2.3 Oversee and verify the collection and recording of animal health data according to plant requirements 2.4 Establish and implement the procedures for verifying the accuracy of the data collected
3. Oversee the uploading of records to a database	3.1 Establish the fields to be recorded in the database 3.2 List the sources of information to populate the database 3.3 Document the procedures for the uploading and verifying of the animal health data into the database 3.4 Check the uploading of animal health data to a database to ensure compliance with database requirements
4. Monitor and analyse animal health data	4.1 Establish the purpose of monitoring animal health data at a plant and national level 4.2 Monitor the animal health data relevant to the plant and individual producers with a view to improving the quality of incoming livestock 4.3 Monitor the animal health data against individual Property Identification Codes, local government areas and methods of livestock purchase with a view to improving the quality of incoming livestock and informing livestock purchasing strategies 4.4 Investigate anomalies in data to establish the cause and consult with relevant parties

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.5 Establish the relevant parameters for assessing animal health data including plant and supplier averages 4.6 Estimate the impact of individual diseases and conditions on the processor
5. Report animal health data to relevant parties	5.1 Identify national standards for reporting animal health data 5.2 Establish a format for the reporting of animal health data to relevant plant personnel, producers and other third parties 5.3 Manage the reporting of animal health data to ensure reporting and data standards are complied with 5.4 Provide feedback to enquires from relevant individuals and parties

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interprets and analyses data
Writing	• Produces reports using structure, format and language appropriate for purpose
Numeracy	• Interprets numbers and statistics as part of collecting and reporting data

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPA414 Manage the collection, monitoring and reporting of	Not applicable	New unit	No equivalent unit

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animal health data from a meat processing plant			

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA414 Manage the collection, monitoring and reporting of animal health data from a meat processing plant

Modification History

Release	Comments
Release 1	This version released with AMP Meat Industry Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, at least on one occasion, performed the following:

- identified which relevant common diseases and conditions are to be recorded
- identified signs of the relevant endemic diseases and conditions to be recorded at ante-mortem
- identified signs of the relevant endemic diseases and conditions to be recorded at post-mortem
- described and validated the data collection and recording procedures at ante- and post-mortem
- overseen the collection and recording of animal health data according to documented procedures
- utilised animal health data as part of the verification of the accuracy of the data collected
- populated the fields to be recorded in the database when entering data
- uploaded data to a database
- monitored the animal health data of relevant diseases/conditions against yields
- investigated abnormalities in data to establish the cause and potential impact on processors and producers
- provided feedback to enquiries from relevant individuals and parties.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the common diseases and conditions that are to be recorded relevant to the species and plant

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- the signs of the relevant endemic diseases and conditions to be recorded at ante- and post-mortem
- the costs associated with common endemic animal diseases and conditions (to be recorded) for processors and producers through condemns and partial condemns
- the source for advice on the ways the incidence of these diseases and conditions can be reduced
- the ante- and post-mortem data collection and recording procedures for the plant
- the procedures for verification of the accuracy of the data collected
- the fields in the database
- how data are uploaded to a database
- the nature of abnormalities in data that require investigation to establish the cause and potential impact on producers and processors
- how to format animal health data reports to address the needs of the range of parties receiving the data
- how to ensure control of privacy relating to data collected for individual livestock owners.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an operating meat processing plant
- resources, equipment and materials:
  - workplace records
  - working database and record keeping system
- specifications:
  - use of specific workplace documents such as policies, procedures, processes and forms
  - access to specific legislation/codes of practice
  - a minimum of three different forms of assessment must be used
- relationships:
  - clients and stakeholders
  - team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA415 Manage biogas facilities

Modification History

Release	Comments
Release 1	This version released with AMP Meat Processing Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to evaluate and optimise the performance of a biogas facility.

The unit applies to individuals who are responsible for managing the process of capturing and utilising biogas as an energy source.

Those undertaking this unit would work autonomously and have responsibility for the performance and ongoing efficient operation of a biogas facility.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Abattoirs

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify workplace biogas requirements	1.1 Identify biogas requirements for all relevant areas of the workplace

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Determine workplace's ongoing biogas production capability and usage using agreed benchmarks 1.3 Analyse performance data and use to identify trends in workplace requirements
2. Monitor and control performance of biogas system	2.1 Establish performance standards and indicators using agreed benchmarks and best practice methods 2.2 Monitor impact of upstream conditions on biogas system 2.3 Develop and maintain record keeping systems
3. Comply with regulatory requirements for biogas facilities	3.1 Comply with the appropriate state regulations governing gas fuel and odour emissions 3.2 Meet the requirements of the relevant licensing agreements for biogas facilities 3.3 Follow work health and safety (WHS) regulations for hazards concerning biogas production, storage, transport and use
4. Comply with the requirements for safe design and operation of biogas facilities	4.1 Comply with the appropriate standards governing the design and construction of biogas systems 4.2 Develop and maintain a site-specific Safety Management Plan covering the risks and management associated with a biogas system

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehends standards and regulations
Writing	• Prepares applications to meet regulatory requirements
Numeracy	• Reads and interprets data related to biogas output and performance

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPA415 Manage biogas facilities	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA415 Manage biogas facilities

Modification History

Release	Comments
Release 1	This version released with AMP Meat Processing Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- analysed biogas requirements of the workplace and the impacts on biogas collection and usage
- calculated and analysed biogas usage for planning purposes
- interpreted and reviewed data captured as part of performance monitoring
- identified and applied relevant workplace health and safety, environmental and licensing requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles and methods of biogas production using anaerobic technology
- the components of a biogas collection, storage and usage system
- regulations and standards applying to biogas capture, storage and usage
- uses and requirements for biogas
- workplace procedures and systems for measuring the use of captured biogas.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an operating biogas facility
- resources, equipment and materials:
  - appropriate items of personal protective equipment
- specifications:
  - workplace documents such as policies, procedures, processes and forms

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- legislation/codes of practice
- a minimum of three different forms of assessment must be used.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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AMPA416 Oversee humane handling of animals

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 4.0.

Application

This unit describes the skills and knowledge required to oversee the handling and the slaughtering/euthanising of animals by a range of company personnel and/or government inspection staff to meet regulatory requirements.

Ensuring animals are produced, handled and slaughtered humanely is the responsibility of both regulatory authorities and companies. This unit is therefore applicable to meat safety officers, lairage supervisors, Animal Welfare Officers and Quality Assurance (QA) Officers in meat processing establishments, and livestock transport and saleyard staff.

This unit must be delivered in the context of Australian meat industry standards and regulations.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Abattoirs

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Oversee humane handling of animals	1.1 Identify potential animal welfare risks and existing management procedures 1.2 Identify animal welfare requirements in legislation, regulation and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	workplace procedures 1.3 Oversee handling of animals according to workplace and regulatory requirements 1.4 Oversee and monitor facilities and procedures for handling and restraining animals according to workplace and regulatory requirements 1.5 Implement corrective actions when handling of animals or when facilities are not according to workplace and regulatory requirements
2. Oversee humane euthanasia or slaughter of animals	2.1 Oversee effective restraint and stunning (where applicable), prior to euthanasing or slaughtering of animals to ensure compliance with workplace and regulatory requirements 2.2 Oversee bleeding of animals to ensure compliance with workplace and regulatory requirements 2.3 Oversee monitoring of bleed chain insensibility (where applicable) to ensure compliance with workplace and regulatory requirements
3. Handle contingencies	3.1 Oversee handling of sick or injured stock in accordance with workplace and regulatory requirements 3.2 Oversee handling of wild or uncooperative animals according to workplace and regulatory requirements 3.3 Interpret contingency plans for managing animal welfare issues.

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend workplace documents such as vendor declarations
Writing	• Complete workplace forms and reports such as animal welfare incidents
Oral communication	• Discuss observations with appropriate personnel • Discuss contingency plans and correct animal handling with appropriate personnel

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPA416 Oversee humane handling of animals	AMPA411 Oversee humane handling of animals	Performance Criteria 1.4 re-written, 1.5 added, Element 3 deleted, Element 4 renumbered and minor changes to Performance and Knowledge Evidence Foundation skills added	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA416 Oversee humane handling of animals

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence of the individual overseeing humane handling of animals which demonstrates the individual's consistency of performance over time at production speed.

The individual must demonstrate that they have:

- explained the consequences of incorrect animal handling techniques
- explained why correct animal handling helps ensure that meat attains an acceptably low ultimate pH
- worked effectively as an individual and as part of a team
- ensured that bruising and/or hide or pelt damage due to livestock handling is minimised
- ensured stock handlers remain calm and are not injured or put at risk of injury
- ensured stress in animals is minimised through correct handling
- identified and applied relevant animal welfare and workplace health and safety requirements
- monitored the handling of livestock to ensure minimisation of stress
- monitored facilities for handling and restraining livestock
- identified sick and injured stock
- identified features of effective restraint, stun and bleed and/or oversee humane destruction
- monitored effective stunning and bleeding where applicable
- monitored humane euthanising of stock
- planned stock movement to meet production requirements and minimise stress
- used relevant communication skills.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

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- regulatory and workplace requirements for the humane handling and slaughtering/euthanising of animals
- the impact of stress
- animal welfare standards and regulations
- strategies to minimise stress to livestock
- the stunning and bleeding process and/or humane destruction requirements
- causes of ineffective stunning and bleeding
- regulatory and workplace requirements for monitoring stunning and bleeding.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in working stockyards or slaughtering premises.
- specifications:
  - workplace documents such as policies, procedures, processes and forms
  - work instructions and standard operating procedures
  - current animal welfare codes and regulations

A minimum of three different forms of assessment is required to demonstrate competency.

As a minimum, these must include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA417 Conduct an animal welfare audit of a meat processing plant

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 4.0

Application

This unit describes the skills and knowledge required to conduct an audit of animal welfare prior to slaughter and an animal welfare audit of the slaughter process.

This unit is for individuals who are employed to undertake animal welfare audits at a slaughtering establishment.

It is anticipated that this unit will complement existing auditor training by providing animal welfare related information.

Animal welfare audits conducted under this unit must be carried out in accordance with the Industry Animal Welfare Standards for Livestock Processing Establishments Preparing Meat for Human Consumption.

This unit must be delivered in the context of Australian meat industry standards and regulations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

The prerequisite units of competency for this unit are:

- AMPA2006 Apply animal welfare and handling requirements
- AMPA416 Oversee humane handling of animals
- AMPX404 Conduct an internal audit of a documented program

Unit Sector

Abattoirs

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify relevant animal welfare regulations and standards	1.1 Identify and interpret relevant regulations and legislation about animal welfare/cruelty 1.2 Identify the responsibilities of business operators and personnel under relevant legislation 1.3 Identify relevant animal welfare standards, voluntary codes of practice and quality systems 1.4 Identify sections of acts, regulations, voluntary Codes of Practice or equivalent standards relevant to species being processed 1.5 Identify relevant and applicable animal welfare measures for receival, lairage, stunning and slaughtering during audit
2. Audit the animal welfare component of an Approved Arrangement for compliance with regulatory and relevant standard requirements	2.1 Audit Approved Arrangement or equivalent quality assurance systems for compliance with customer, commercial and regulatory requirements 2.2 Identify and confirm that workplace procedures for livestock receival, unloading, lairage, handling, restraining, stunning, slaughter, personnel training and animal welfare monitoring comply with relevant regulations and standards
3. Audit transport and unloading arrangements for livestock	3.1 Check the establishment's Approved Arrangement to ensure that it incorporates procedures and practices that enable compliance with customer, corporate and regulatory requirements 3.2 Audit the unloading and receival or ante-mortem inspection, sorting and yarding against workplace, customer, commercial and regulatory requirements 3.3 Identify facilities and equipment as operational, appropriately maintained and confirm their suitability for use
4. Audit management of livestock in lairage prior to slaughter	4.1 Assess inputs into the welfare of livestock in lairage against regulatory, customer and workplace requirements including facilities, handling practices, inspections, access to feed and water and pen density 4.2 Assess welfare of animals against pre-determined welfare measures
5. Audit treatment of sick/injured or uncooperative animals	5.1 Access workplace requirements for suspect, sick, injured or uncooperative stock 5.2 Assess the handling of suspect, sick, injured or uncooperative

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	stock against workplace and customer standards and regulatory requirements
6. Audit stunning of livestock	6.1 Review inputs into the stunning process including equipment maintenance, training and facilities for compliance with work place, standards and regulatory requirements 6.2 Assess effectiveness of restraint and stunning against workplace, customer and regulatory requirements 6.3 Assess monitoring of effective stunning by company personnel against workplace, customer and regulatory requirements
7. Audit slaughtering and shackling	7.1 Observe and assess exsanguination process for compliance with workplace and regulatory requirements 7.2 Assess bodies on the bleed chain for insensibility 7.3 Observe operators to ensure they are complying with workplace procedures including checking for an effective stun
8. Audit animal welfare monitoring, internal auditing, corrective and preventative action program	8.1 Review routine monitoring records for livestock handling, stunning and effective slaughter to ensure compliance with workplace, regulatory and customer requirements 8.2 Review internal audit records to assess control of animal welfare outcomes, including training of personnel 8.3 Assess effectiveness of preventative and corrective action programs
9. Audit contingency arrangements	9.1 Access workplace livestock contingency plans 9.2 Review and assess contingency plans for livestock emergencies against regulatory and standard requirements
10. Plan for an animal welfare audit	10.1 Interpret audit schedule and plan and organise the timely conduct of audit 10.2 Determine objectives, scope and criteria of audit according to workplace requirements 10.3 Assemble and brief audit team (if applicable), as required, for the objectives, scope and criteria of the audit 10.4 Notify those affected by and involved in the audit and document responsibilities according to workplace requirements 10.5 Notify stakeholders involved in an internal audit according to workplace requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	10.6 Identify procedures, records and workplace documentation needed for the audit 10.7 Document evidence collection methods and sources to be used in the audit, including developing workplace checklists to workplace specifications 10.8 Conduct a document review prior to audit
11. Report outcomes of an animal welfare audit	11.1 Prepare an audit report, detailing areas of the program which were audited and findings against the audit criteria, including non-conformances, where applicable 11.2 Document objective evidence according to workplace standards 11.3 Keep records of audit process, objective evidence and findings in accordance with workplace and regulatory requirements 11.4 Report findings according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend workplace documents such as Approved Arrangements, and workplace internal auditing policies and documents
Writing	• Complete workplace forms and reports
Oral communication	• Discuss outcomes of the audit with appropriate workplace personnel

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
AMPA417 Conduct an animal welfare audit of a meat processing plant	AMPA412 Conduct an animal welfare audit of a meat processing plant	Foundation skills added Prerequisite units AMPA2006 and AMPA416 updated	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA417 Conduct an animal welfare audit of a meat processing plant

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 4.0

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

The individual must be observed throughout the process of conducting at least one complete animal welfare audit at a meat processing facility.

The individual must have:

- located, read and interpreted relevant animal welfare and cruelty legislation (Acts) and regulations
- assessed the welfare of livestock at receival and in lairage
- assessed livestock handling against requirements during unloading and handling in the lead up to slaughter
- assessed the handling of sick/injured and uncooperative animals against workplace and regulatory requirements
- made an assessment of effective restraint, stunning and humane slaughter of livestock
- used effective interpersonal skills in a range of contexts, including audit interview situations
- complied with Workplace Health and Safety (WHS) requirements for working around livestock
- read and interpreted relevant legislation, regulations, standards and Codes of Practice
- recorded and communicated audit findings to relevant stakeholders.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This include knowledge of:

- relevant voluntary industry animal welfare standards for processing establishments
- relevant codes of practice or equivalent animal welfare standards (underpinning the Acts)
- relevant animal welfare measures relevant to the audit situation
- humane destruction and emergency slaughter arrangements

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- relevant measures of animal welfare
- acceptable livestock handling techniques and measures
- impact of stress during handling on the ultimate pH and quality of meat
- WHS requirements for handling stock
- regulatory and workplace requirements for animal welfare
- regulatory requirements when dealing with sick and injured animals
- requirements for contingency plans for dealing with animal-handling emergencies.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a slaughtering establishment under real working conditions
- specifications:
  - workplace documents such as policies, procedures, processes and forms
  - work instructions and standard operating procedures

A minimum of three different forms of assessment is required to demonstrate competency.

This must include as a minimum:

- written test or quiz
- a complete onsite mock audit of animal welfare.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPG307 Inspect wild game field depot

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to inspect a wild game field depot.

The unit applies to individuals working in a wild game meat business who are required to conduct and report on inspections of wild game field depots.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety and food safety regulations and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for inspection	1.1 Negotiate and confirm inspection time with field depot operator 1.2 Confirm scope of inspection, including compliance with relevant standards and legislation 1.3 Access workplace documents or templates required for inspection and verify documentation to be used meets requirements for inspection

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Prepare documentation according to inspection requirements
2. Inspect wild game field depot food safety program	2.1 Verify field depot has documented food safety program on site 2.2 Review food safety program for accuracy and compliance with standards and legislation 2.3 Question field depot operator to verify their understanding of the program
3. Inspect site and equipment	3.1 Conduct visual assessment of field depot to verify it is clean and sanitised, seals are intact, the depot is free of rust or flaking paint, and that lighting meets industry standards 3.2 Confirm facilities enable hygiene and sanitation, including adequate supply of potable water, hand wash facilities and facilities for cleaning and sanitising equipment 3.3 Confirm that regular hygiene checks have been conducted and recorded 3.4 Check that equipment and machinery is in good working order 3.5 Check equipment maintenance is conducted regularly, and maintenance records are compliant and accurate 3.6 Verify temperature is monitored and recorded accurately, and monitoring instruments have been calibrated
4. Inspect wild game animal carcase process and storage	4.1 Check wild game animal carcases are tagged and recorded according to regulatory requirements 4.2 Verify carcases have been delivered to field depot within time requirements 4.3 Confirm carcases are hung and spaced according to regulatory requirements 4.4 Check carcases have been killed and bled according to regulatory requirements 4.5 Confirm no gut or faecal contamination is present 4.6 Check the bladder has been removed and pluck is intact and attached 4.7 Verify muscle temperature has been checked and recorded according to regulatory requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
5. Check field depot operator	5.1 Confirm field depot operator holds required qualifications, licenses and accreditation 5.2 Check that field depot operator follows hygiene and sanitation requirements when processing wild game
6. Prepare inspection report	6.1 Complete inspection checklists according to workplace and regulatory requirements 6.2 Discuss initial inspection findings with field depot operator, and issue any non-compliance notices if required 6.3 Prepare inspection report and present recommendations and opportunities for improvement to appropriate personnel 6.4 Store inspection report using workplace processes and systems

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret key requirements of standards and legislation that relate to the harvesting and processing of wild game meat
Oral communication	• Speak clearly and firmly in a polite and assertive manner to address differences of opinion objectively during the inspection
Numeracy	• Interpret temperature data and calibration records to confirm product is chilled according to regulatory requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPG307 Inspect wild game field depot	Not applicable	Unit has been created to address an emerging skill required by industry	Newly created

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPG307 Inspect wild game field depot

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has conducted two separate inspections on a wild game field depot on at least two occasions, including:

- checked that the field depot meets industry requirements for hygiene and sanitation
- documented inspection findings using workplace documents and forms
- communicated inspection findings with field depot operator.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- hygiene and sanitation processes for processing wild game carcases
- workplace health and safety associated with wild game processing
- sections of the Australian Standard for the Hygienic Production of Wild Game Meat for Human Consumption relevant to wild game field depot inspections
- Department of Agriculture Meat Notice Number 2009/18, Additional Requirements for Wild Game Processing for Export
- sections of the Food Regulation 2015 relevant to wild game field depot inspections
- state and territory legislation relevant to wild game field depot inspections
- workplace/organisational document storage systems.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:

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    - skills must be demonstrated in an operating game field depot or an environment that accurately represents workplace conditions
- specifications:
    - use of specific workplace documents such as a documented food safety program
    - access to standards and legislation relevant to wild game field depot inspections
- relationships:
    - operators of wild game meat field depots.

A minimum of three different forms of assessment must be used.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPMGT511 Manage feedlot facility

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Industry Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to plan and manage the operations, facilities and resources of a feedlot facility.

This unit applies to feedlot managers who are responsible for operational planning, managing the health and welfare of stock, managing staff, the maintenance and upkeep of the facility, movement of livestock and for the overall performance of the business.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and animal welfare regulations, legislation and standards that apply to the workplace.

Most Australian feedlots are licensed under the National Feedlot Accreditation Scheme (NFAS), and feedlot managers are required to meet the requirements of this accreditation.

Pre-requisite Unit

Nil

Unit Sector

Feedlot Sector

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and monitor feedlot business operations	1.1 Prepare short-term and long-term feedlot operational plans according to workplace requirements 1.2 Develop production schedules to support operational plans

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Plan and monitor security of land, livestock, inventories and other assets 1.4 Confirm feedlot compliance with applicable health and safety, biosecurity and animal welfare regulations, legislation and standards 1.5 Analyse and benchmark weekly and monthly feedlot performance 1.6 Identify and monitor record-keeping requirements according to organisational and legislative procedures 1.7 Develop recommendations for continuous improvement of work practices
2. Manage and maintain feedlot facilities	2.1 Identify and oversee repair and maintenance of plant, equipment and structures 2.2 Source and manage storage of feed and forage according to organisational requirements 2.3 Confirm feed ingredients are free of residues by obtaining and keeping details on crop/feed treatments 2.4 Monitor cleanliness and maintenance of feedlot to comply with required legislation and standards 2.5 Manage manure waste according to established organisational procedures
3. Manage feedlot animals	3.1 Manage animal welfare according to applicable legislation and government regulations 3.2 Maintain optimal stocking densities according to relevant Standard Cattle Units (SCU) allocations 3.3 Confirm stock rations are effective and comply with nutrition requirements to maintain stock health 3.4 Confirm livestock traceability requirements are addressed according to the National Livestock Identification System 3.5 Manage stock feed to avoid excessive heat load 3.6 Monitor animals for early signs of health issues, and record issues according to organisational requirements 3.7 Follow veterinarian directions in treating animals to ensure optimal animal health 3.8 Market finished stock to buyers

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
4. Manage the purchase of commodities for stock rations	4.1 Source and purchase commodities for cattle rations 4.2 Manage the logistics of moving commodities to the feedlot according to workplace requirements
5. Manage feedlot personnel	5.1 Arrange for staff induction and ongoing training according to organisational requirements 5.2 Manage deployment of staff according to organisational requirements 5.3 Manage relations with employees, suppliers and customers
6. Manage the service delivery to meat processors	6.1 Oversee the logistics and timing of stock movement 6.2 Manage flow of animal health data between the processor, feedlot, consulting veterinarians and, if required, the producer 6.3 Confirm stock complies with customer specifications 6.4 Record and address customer complaints according to organisational procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret a range of textual and numerical information relevant to stock feed to determine livestock nutritional values
Writing	• Prepare and logically structure schedules for stock movements
Oral communication	• Provide feedlot personnel with directions and feedback on performance
Numeracy	• Calculate ratios such as feed rations and levels of stock to space available • Calculate required resources for stock movements for a period of time

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPMGT511 Manage feedlot facility	Not applicable	Unit has been created to address an emerging skill required by industry	Newly created

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPMGT511 Manage feedlot facility

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Industry Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has undertaken the following feedlot facility management functions:

- documented a 12 month feedlot operational plan
- conducted one audit of record keeping to comply with legislative requirements
- completed an assessment of all sections of a feedlot facility and confirmed plant, equipment and structures are clean, secure and well maintained on one occasion
- developed one operational and monitoring regime to optimise animal health and welfare and to ensure nutrition and traceability requirements are met
- directed the purchase and logistics of a cattle ration on one occasion
- arranged the induction and training of staff on one occasion
- identified and met the service needs of a meat processor on one occasion.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles, practices and factors relating to managing a feedlot facility, including:
  - health and safety considerations, including manual handling
  - relevant animal welfare and biosecurity requirements
  - National Livestock Identification System
  - feedlot design, construction and waste management
  - animal health and welfare requirements
  - stock feeding regimes
  - relationship between feed consumption and liveweight gain
  - strategies to optimise liveweight gain and maximise feed conversion efficiency

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- common pests and diseases, and preventative and management strategies
- impact of climatic factors such as excessive heat load during summer months
- methods of calculating heat load index
- treatments for minor stock injuries
- strategies for training and managing staff
- strategies for managing and developing personnel and stakeholder relationships, including establishing targets, developing capability and managing conflict.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an operating, National Feedlot Accreditation Scheme (NFAS) accredited feedlot
- specifications:
  - workplace policies and procedures, legislation and codes of practice relevant to managing a feedlot facility
- relationships:
  - feedlot staff
  - supplier.

A minimum of three different forms of assessment must be used.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPMGT512 Manage supply chain and enterprise animal welfare performance

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to establish animal welfare requirements and monitor practices of the supply chain.

The unit applies to meat processing managers, or owners of a meat processing, who exercise autonomy in undertaking this role.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

All meat processing sectors

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish supplier animal welfare requirements	1.1 Identify applicable legislation, standards and customer requirements affecting suppliers of livestock 1.2 Establish enterprise animal welfare performance requirements 1.3 Conduct supplier risk assessment against performance requirements 1.4 Develop and implement benchmarking systems for compliance

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	with animal welfare requirements 1.5 Incorporate enterprise requirements into supplier contractual arrangements
2. Implement and monitor supplier compliance with enterprise animal welfare requirements	2.1 Communicate information about performance requirements and provide training to foster supplier compliance with enterprise requirements 2.2 Establish and implement enterprise monitoring and recording processes according to enterprise requirements 2.3 Respond to detected breaches of regulations and standards according to enterprise requirements 2.4 Take immediate corrective action where potential or actual supplier problems are indicated 2.5 Develop recommendations for supplier continuous improvement practices
3. Evaluate supplier animal welfare performance	3.1 Assess supplier performance against established benchmarks 3.2 Inform suppliers of evaluation outcomes as required 3.3 Make recommendations about future use of suppliers to relevant personnel
4. Monitor, evaluate and improve enterprise animal welfare performance	4.1 Monitor enterprise animal welfare performance in lairage, restraining and stunning 4.2 Assess and re-evaluate established performance indicators according to enterprise requirements 4.3 Confirm staff training and assessment systems are in place to meet enterprise requirements 4.4 Implement strategies to foster a culture of continuous improvement of animal welfare performance
5. Foster and promote the animal welfare commitment of the enterprise	5.1 Assess published research to identify opportunities for potential improvements to supplier and enterprise animal welfare practices 5.2 Select and adopt aspects of research which contribute to enterprise objectives 5.3 Prepare documentation that details enterprise's approach and commitment to animal welfare, with evidentiary support

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.4 Use established systems to promote enterprise's animal welfare performance to internal and external stakeholders

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret a range of legislation, regulations, industry standards, customer requirements relevant to livestock supply chains including producers, transporters, saleyards and processors
Writing	• Prepare compliance reports using clear language and logical structure
Oral communication	• Provide supply chain partners with feedback on compliance with animal welfare requirements
Numeracy	• Calculate space, time and feed requirements for livestock in transport and lairage

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPMGT512 Manage supply chain and enterprise animal welfare performance	Not applicable	Unit has been created to address an emerging skill required by industry	Newly created

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Links

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Assessment Requirements for AMPMGT512 Manage supply chain and enterprise animal welfare performance

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has managed supply chain and enterprise animal welfare performance for a supply chain, on at least one occasion, including:

- identified enterprise animal welfare requirements through analysis of supply chain suppliers, applicable legislation, standards and customer requirements
- developed, reviewed or updated appropriate documentation and recorded processes for animal welfare requirements to enterprise standards
- prepared a supplier compliance report based on the analysis of recorded information
- documented the enterprise's commitment to animal welfare for public release.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- measures of animal welfare at the various points in the supply chain
- applicable animal welfare legislation, standards and customer requirements relevant to managing supply chain and enterprise animal welfare performance
- work health and safety requirements when working with animals
- animal behaviour and best practice handling techniques
- strategies for assessing, recording and monitoring animal welfare at various points in the supply chain
- strategies for minimising stress in animals in the supply chain
- techniques for fostering a positive attitude to animal welfare
- enterprise requirements for managing customer and supplier relationships
- sources of credible research in animal welfare.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an operating producer to processor supply chain
- resources, equipment and materials:
  - workplace documents such as forms and production records
- specifications:
  - enterprise policies and procedures relevant to animal welfare

A minimum of three different forms of assessment must be used.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPMGT513 Manage transportation of meat, meat products and meat by-products

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 6.0.

Application

This unit describes 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.

This unit applies to livestock buyers and coordinators, transport managers and finance managers 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 establishing and reviewing systems for their site or department. They may be assisted by external experts to develop plans and strategies.

This unit must be delivered in the context of Australian meat industry standards and regulations.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish and implement transportation requirements	1.1 Identify and apply regulatory, customer and enterprise requirements for the hygienic, safe and timely transportation of meat, meat products and meat by-products 1.2 Assess and allocate resource requirements
2. Establish transportation policies and procedures	2.1 Develop systems and procedures for the operation of meat transport vehicles to ensure hygienic and safe transport of meat, meat products and meat by-products 2.2 Develop security procedures and systems 2.3 Establish and maintain reporting and recording procedures 2.4 Develop and monitor supplier quality requirements and standards 2.5 Inform and mentor personnel and contractors of their obligations and responsibilities and workplace health and safety requirements
3. Manage transportation logistics	3.1 Analyse and select transport options 3.2 Prepare and negotiate contracts and schedules according to customer and production requirements 3.3 Complete documentation according to enterprise, customer and regulatory requirements 3.4 Check vehicles are maintained according to hygienic requirements 3.5 Operate storage facilities according to enterprise and regulatory requirements 3.6 Track and monitor consignments using available communication and information technology systems
4. Determine and manage transportation costs	4.1 Calculate cost of storage and transport 4.2 Prepare and monitor transport budget 4.3 Review procedures for cost savings
5. Manage contingencies	5.1 Develop contingency plans according to enterprise requirements 5.2 Assess Threat Assessment and Critical Control Point (TACCP) and Vulnerability Assessment and Critical Control Point (VACCP) vulnerabilities 5.3 Analyse changing circumstances, and prioritise and clarify responses 5.4 Communicate impacts of changed schedules to all relevant parties

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
6. Review transportation processes	6.1 Monitor and review resources, procedures and schedules for effectiveness and efficiency 6.2 Include customer feedback and requirements in review of transportation procedures and schedules 6.3 Involve team in continuous improvement processes
7. Establish effective communication with customers	7.1 Determine customer requirements 7.2 Resolve customer complaints promptly 7.3 Confirm communication strategies are inclusive of the cultural, ethnic and social diversity of individuals and groups
8. Produce reports	8.1 Complete required reports on meat transportation according to legal and enterprise requirements 8.2 Submit reports according to regulatory and enterprise requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPMGT513 Manage transportation of meat, meat products and meat by-products	AMPMGT510 Manage transportation of meat, meat products and meat by-products	New PC added to Element 5, element, performance criteria, performance evidence and assessment conditions updated	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPMGT513 Manage transportation of meat, meat products and meat by-products

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on at least one occasion managed the transportation of meat products for a customer, including:

- identified and planned the customer's logistical requirements according to regulatory and enterprise requirements and resources allocated
- conducted an effective consultation with the customer to meet transportation requirements
- developed supplier quality criteria, including audit requirements, for purchasing transport services
- established systems for completing and certifying documentation of product transportation
- identified and analysed transportation options
- developed and communicated procedures to personnel, customers and contractors of changes in schedules
- identified and applied relevant workplace health and safety requirements
- presented a report for the meat transportation according to legal and enterprise requirements
- used a communication and information technology system to monitor the transportation purchase, schedule and track consignment, and collect and analyse performance information.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- food safety requirements for meat and meat product transportation
- 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

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- public and workplace health and safety obligations relating to the transportation of meat, meat products and meat by-products
- requirements for maintaining product quality during transportation.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a meat industry workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - access to appropriate technology for research and data collection, analysis and reporting
- specifications:
  - access to workplace documents such as policies, procedures, processes, forms
  - access to specific legislation/codes of practice relevant to enterprise operations
- relationships:
  - customer
  - personnel
  - contractor.

A minimum of three different forms of assessment must be used.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPMGT514 Develop, manage and maintain quality systems

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 6.0.

Application

This unit describes the skills and knowledge required to establish, maintain and control an enterprise quality system. The development and management of quality systems affects enterprise ability to operate in specific markets, and influences customer and consumer confidence in products.

This unit applies to quality assurance managers, production managers and supervisors responsible for managing the quality systems of a meat industry enterprise.

At this level, individuals exercise considerable responsibility and accountability within enterprise structures and are required to make significant contributions to the values, goals and operations of the enterprise. They will typically have responsibility for establishing and reviewing systems for their worksite or department. They may be assisted by external experts to develop plans and strategies.

This unit must be delivered using Australian meat industry standards and regulations.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish requirements	1.1 Develop policies expressing the enterprise's commitment to the

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
of the quality system	quality system and processes 1.2 Identify legislative requirements for enterprise quality systems 1.3 Determine scope and objectives of the quality system, with links to enterprise operations, customers, suppliers and contractors 1.4 Establish quality performance and customer and supplier service standards in accordance with enterprise goals and directions 1.5 Identify resource requirements and incorporate in financial, human resource and operational plans
2. Design and prepare for the quality system	2.1 Select and design quality systems to meet enterprise, customer and regulatory requirements 2.2 Check quality principles underpin all enterprise operations to achieve business goals and performance standards 2.3 Define and communicate responsibilities for development, implementation and operation of the system 2.4 Involve personnel from all levels and areas of the organisation in the development and implementation of the quality system 2.5 Develop and validate system components, procedures and supporting documentation 2.6 Develop consultative and communication strategies to link the quality system with all aspects of enterprise operations 2.7 Determine and negotiate supplier or contractor service standards and audit requirements 2.8 Develop performance measures and indicators to assess performance against policies, goals and relevant standards
3. Implement and monitor the quality system	3.1 Prepare and resource implementation plan 3.2 Prepare and resource training plans to provide personnel at all levels with quality concepts and skills 3.3 Address quality system requirements and customer focus in the establishment, operation and evaluation of all enterprise systems 3.4 Identify and validate control and preventative action measures 3.5 Develop and monitor corrective action procedures 3.6 Establish procedures for reporting, recording and responding to non-conformances and non-compliances 3.7 Monitor and document customer and supplier service standards

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.8 Collect, analyse and report implications of quality data 3.9 Monitor quality costs and performance 3.10 Prepare quality system for external review and approval by relevant authorities
4. Evaluate the quality system	4.1 Monitor and review impacts of the quality system on enterprise operations 4.2 Resolve responses to customer complaints and requests, and use feedback to improve the system 4.3 Establish procedures for the ongoing identification and resolution of issues 4.4 Update quality system for changes in process, technical information, customer and regulatory requirements 4.5 Include stakeholders in decision making and continuous improvement processes and strategies 4.6 Feed quality system results, findings and conclusions into improvement processes 4.7 Analyse costs and benefits of the quality system 4.8 Review quality goals and targets
5. Communicate quality outcomes	5.1 Complete certification of products and processes consistent with quality outcomes according to customer and regulatory requirements 5.2 Notify regulatory authorities and agencies of breaches and non-compliance incidents 5.3 Use quality outcomes to promote public confidence in enterprise products and services

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Code and title	Code and title	Comments	Equivalence status

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current version	**previous version**		
AMPMGT514 Develop, manage and maintain quality systems	AMPMGT504 Develop, manage and maintain quality systems	Minor wording change in application, correction of typographical errors, performance evidence and assessment conditions updated	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPMGT514 Develop, manage and maintain quality systems

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on at least one occasion, developed the enterprise quality system according to regulatory and legislative requirements, enterprise operations, customer, and service supplier standards, including:

- developed an implementation plan, budgets and training plans to implement the system
- developed procedures for reporting, recording and responding to non-compliance and identification and resolution of quality issues and problems
- monitored and evaluated costs and performance of the system
- communicated the enterprise's quality system outcomes to stakeholders.
-

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key concepts, philosophies and tools of quality management
- impact of enterprise management and organisational structures on enterprise systems
- role of audits in 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
- implications of enterprise goals and directions for quality system
- process capability
- applicable quality standards, regulations, codes, legislation and customer requirements for the quality system and their 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

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- principles and functions of hazard analysis and control and validation, including auditing, and verification in quality system.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a meat industry workplace or an environment that accurately represents workplace conditions
- specifications:
  - workplace documents such as policies, procedures, processes, forms
- relationships:
  - customer
  - personnel
  - supplier.

Assessment must include:

- third-party referee report of sustained performance at an appropriate level of authority and responsibility
- written assignment focusing on understanding and applying principles and theory to workplace operations
- workplace projects that focus on the enterprise environment and conditions.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPP209 Operate the live bird receival process

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to receive live poultry at a poultry processing premises.

This unit applies to individuals who work under supervision and are responsible for receiving live birds in a poultry processing environment.

All work must be carried out to comply with workplace procedures and animal welfare requirements, in accordance with state/territory food safety, work health and safety, and environmental codes, regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Poultry processing

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the receiving equipment and process for operation	1.1 Confirm live bird numbers are available to meet production requirements 1.2 Identify and confirm premises are prepared according to work health, safety and hygiene requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Identify and fit personal protective clothing and equipment as required by workplace safety procedures 1.4 Fit and adjust machine components and related attachments according to production requirements 1.5 Conduct pre-start checks according to workplace requirements
2. Receive birds	2.1 Inspect and confirm birds against load documentation 2.2 Operate equipment used to transfer/convey birds to meet unloading requirements 2.3 Monitor equipment to identify variation in operating conditions, and adjust or report variations according to production requirements 2.4 Monitor each stage of the process to confirm specifications are met 2.5 Identify, rectify or report out-of-specification product or process outcomes 2.6 Inspect bird condition, ensure bird comfort, and remove unacceptable birds according to workplace procedures 2.7 Manage escaped birds according to workplace requirements 2.8 Maintain condition of workplace area to workplace standards
3. Complete the receival process	3.1 Identify and implement procedures for shutting down the receival equipment used to transfer/convey birds 3.2 Identify and report maintenance requirements according to workplace procedures 3.3 Complete workplace records in required format

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret standard operating procedures for the bird receival process
Writing	• Complete records using clear language and industry terminology

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Skill	Description
	and according to workplace guidelines
Numeracy	• Sequence receival activities to minimise time between receival and processing • Check humidity gauges and ambient temperatures to maintain the receival environment

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPP209 Operate the live bird receival process	Not applicable	Unit has been created to address an emerging skill required by industry	Newly created

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPP209 Operate the live bird receival process

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has received a consignment of live birds during at least two bird receival processes, including:

- confirmed availability of materials and live poultry
- selected, fitted and used the required personal protective equipment
- conducted pre-start checks on machinery used for receiving birds
- started, operated, monitored and adjusted bird receival equipment to achieve required quality outcomes
- taken corrective action in response to typical faults and inconsistencies
- applied food safety procedures to work practices
- safely shut down bird receival equipment
- completed records and reporting requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic principles of bird handling, including humane treatment of birds; conditions that stress birds; and environmental design features to minimise stress, such as airflow, humidity and temperature controls
- acceptable time from bird receival to bird processing, and consequences of delays in processing on product quality
- the flow of the receival process on further processing or packing stages to produce a final product
- basic operating requirements of equipment used in the bird receival process, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems

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- methods used to monitor the receival process, including monitoring that the receival process is paced to deliver birds to processing and/or packing areas without delay, bird condition is acceptable, the receival environment is appropriate and equipment is operating correctly
- consequences of poor receival practices on product quality
- work health and safety hazards and controls associated with the bird receival process
- environmental issues and controls relevant to the receival process, including procedures for euthanising and disposing of dead or unfit birds
- requirements of different shutdowns as appropriate to the receival process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- impact of process interruptions, and required corrective actions
- requirements for recording and reporting production and performance information
- typical workplace receival documentation and related load identification procedures.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a poultry production workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - receival and related equipment
  - birds to use in the process
  - workplace information recording system
- specifications:
  - workplace procedures, including advice on safe work practices, food safety, quality, recording and environmental requirements
  - information on equipment capacity, control points and operating parameters
  - production schedule/batch instructions.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPP210 Prepare birds for stunning

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to prepare live poultry for stunning. The unit involves preparation processes for a range of stunning procedures, including Controlled Atmosphere Stunning, electrical water baths and hand-held stunners.

The unit applies to individuals who apply basic operating principles to the bird stunning equipment and processes in a poultry processing environment.

All work must be carried out to comply with workplace procedures and animal welfare requirements, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Poultry processing

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for stunning	1.1 Identify and confirm stunning requirements 1.2 Identify and fit personal protective clothing and equipment as required by workplace safety procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Fit and adjust machine components and related attachments according to production requirements 1.4 Conduct pre-start checks according to workplace requirements
2. Prepare birds for stunning	2.1 Confirm availability of birds with supervisor 2.2 Inspect bird condition as they are received and remove unacceptable birds according to workplace procedures 2.3 Position birds for stunning according to workplace procedures 2.4 Handle and manage birds humanely to reduce stress, including capturing and euthanising escaped birds as necessary 2.5 Operate equipment used to position birds in preparation for stunning using safety practices 2.6 Check equipment settings to identify variation in operating conditions, and adjust or report variations according to production requirements 2.7 Monitor each stage of the process to confirm specifications are met
3. Complete stunning preparation process	3.1 Complete workplace records in required format 3.2 Report equipment faults or malfunction according to workplace procedures 3.3 Manage waste according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	• Complete records using clear language and industry terminology and according to workplace guidelines
Numeracy	• Calculate and confirm numbers of birds • Read and interpret equipment settings

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPP210 Prepare birds for stunning	Not applicable	Unit has been created to address an emerging skill required by industry	Newly created

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPP210 Prepare birds for stunning

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has prepared at least two consignments of birds on at least two occasions, including:

- checked, set up and operated equipment in accordance with health and safety and hygiene requirements
- checked and prepared birds to production requirements
- identified out-of-specification and greater than expected numbers of birds, and taken required action
- complied with production requirements throughout the process
- completed records and reporting requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic principles of bird handling, including humane treatment of birds; conditions that stress birds; environmental design features to minimise stress, such as airflow, humidity and temperature controls; euthanasia procedures
- acceptable time from bird receival to bird processing, and consequences of delays in processing on product quality
- the flow of the receival and stunning process on subsequent processing or packing stages to produce a final product
- basic operating requirements of equipment used in the stunning process, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems

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- methods used to monitor the stunning preparation process, including monitoring that the process is paced to deliver birds to processing and/or packing areas without delay, bird condition is acceptable, the receival environment is appropriate and birds are prepared correctly
- consequences of poor preparation processes on product quality
- work health and safety hazards and controls associated with the bird preparation process
- environmental issues and controls relevant to the preparation for stunning process, including procedures for disposing of dead or unfit birds
- requirements of different shutdowns as appropriate to the preparation for stunning process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- requirements for recording and reporting production and performance information
- typical workplace documentation related to preparation for stunning procedures.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a poultry production workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - stunning process and related equipment such as Controlled Atmosphere Stunning equipment, electrical water baths and hand-held stunners
  - birds to use in the process
  - workplace information recording system.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX219 Follow electronic labelling and traceability systems in a food processing establishment

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to be able to understand and follow electronic labelling and traceability systems in food processing establishments according to domestic and export customer requirements.

The unit applies to individuals who are responsible for labelling food product, ready for despatch.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

All food processing sectors

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Confirm traceability requirements with	1.1 Identify and explain regulatory requirements for food product traceability

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
coworkers	1.2 Identify and explain customer requirements or importing country requirements for food product traceability 1.3 Explain the purpose of traceability systems for food products 1.4 Explain how traceability is maintained throughout the production and processing cycle
2. Label product	2.1 Generate product labels using workplace electronic labelling system 2.2 Apply labels to product according to customer requirements and workplace policies and procedures 2.3 Scan product and send to load out area for despatch
3. Record labels and product	3.1 Ensure records of all product are maintained according to workplace policies and procedures 3.2 Check records for accuracy and completeness 3.3 Report and rectify any errors or mislabelled product according to workplace procedures, regulatory requirements and customer requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Reads and comprehends product labels
Oral communication	• Reports issues to appropriate person
Numeracy	• Weighs product to generate labels • Counts and checks records to ensure accuracy

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPX219 Follow electronic labelling and traceability systems in a food processing establishment	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX219 Follow electronic labelling and traceability systems in a food processing establishment

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has followed a workplace labelling and traceability system on at least one occasion, including:

- correctly generated product labels
- correctly applied labels to product
- checked workplace records to ensure labels are traceable and accurate
- recorded any errors according to workplace requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- regulatory requirements for traceability of food products
- customer or importing country requirements for traceability of products
- risks of breaches in traceability systems
- implications of food fraud to the industry
- workplace policies and procedures for:
  - operating electronic labelling system
  - reporting and recording labelling errors
- traceability requirements for:
  - regulatory bodies
  - customers.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a food processing facility at normal chain speed
- resources, equipment and materials:
  - workplace electronic labelling system
- specifications:
  - workplace documents such as policies, procedures, processes and forms
  - work instructions and standard operating procedures
  - customer requirements
  - regulatory requirements.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX230 Undertake pest control in a food processing establishment

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to undertake pest control activities in a food processing premises.

The unit applies to individuals who carry out pest control duties described in an established pest management program in a food processing premises.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

All meat processing sectors

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify causes and impact of pest activity in a food processing premises	1.1 Identify types of pests typically encountered in a food processing premises 1.2 Identify signs and causes of pest infestation 1.3 Explain potential impacts of pest infestation on food products
2. Identify pest control	2.1 Identify pest control processes used in the food processing

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
processes	premises 2.2 Check suitability of identified chemicals for use in a food processing context 2.3 Identify environmental, stakeholder and animal welfare considerations when undertaking pest control processes 2.4 Identify regulatory and customer requirements affecting pest control operations in the food processing premises
3. Implement pest elimination and control procedures	3.1 Identify specified operator roles and responsibilities for the food processing premises 3.2 Carry out identified roles and responsibilities according to workplace requirements 3.3 Complete recording and reporting requirements
4. Review effectiveness of pest control processes	4.1 Undertake visual check of the effectiveness of pest control processes within scope of responsibility 4.2 Suggest modifications to the pest control program where appropriate 4.3 Make changes to the control process as agreed with the relevant personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Reads and interprets establishment work instructions
Communication	• Communicates with supervisors to seek guidance, express concerns and suggest changes to process

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPX230 Undertake pest control in a food processing establishment	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX230 Undertake pest control in a food processing establishment

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has performed the following:

- explained and followed the requirements of the workplace procedures for undertaking pest control activities relevant to the trainee's job
- undertaken pest control responsibilities with minimal disruption to the food preparation processes
- prepared baits and poisons according to workplace requirements
- accounted for and removed controls within specified timeframes
- completed recording and reporting requirements as specified in the enterprise's procedures
- accurately identified signs and cases of pest infestation on at least two occasions for at least two different types of pests
- assessed the effectiveness of a pest control program and make suggestions for modifications
- followed instructions when implementing agreed changes to the pest control program
- applied appropriate animal welfare and environmental requirements in the context of the job.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the potential impacts of pest infestation of the types of pests likely to be encountered on the premises
- the pest control measures used by the enterprise for the types of pests likely to be encountered on the premises
- how the suitability of a chemical for use in a food premises can be determined
- the animal welfare considerations for at least two different types of pest treatments
- suitable control techniques and timing of control activities based on:

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    - the target pest's range, movement patterns, behaviour and habitats
    - the reproductive cycle of the target pest
    - target pest behaviours and biology relevant to control technique
    - food preferences, both general and local, of target animals
- humane destruction procedures, including capture and kill points for target pests
- work health and safety procedures that relate to pest control activities
- recording and reporting requirements
- procedures for use and recording of baits and poisons
- application of relevant legislation to pest control activities.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - assessment must be carried out in an operating food processing establishment
- resources, equipment and materials:
    - access to required chemicals and equipment
- specifications:
    - use of specific workplace documents such as work instructions and safety data sheets
- relationships:
    - team member(s), supervisor(s).

As a minimum, the following three forms of evidence must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX314 Handle meat product in cold stores

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to handle chilled and/or frozen meat products while in storage after receival, and before despatch.

The unit applies to operators working in cold stores who handle chilled and/or frozen meat products.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

All meat processing sectors

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Maintain cold store temperature	1.1 Check temperature of cold store area using workplace instrumentation to ensure compliance with specified temperature for meat storage 1.2 Identify temperature nonconformances and take corrective action

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	according to workplace requirements 1.3 Document temperature checks according to workplace policies and procedures and customer specifications
2. Store meat product	2.1 Locate and prepare area where product is to be stored 2.2 Ensure product is stored with sufficient space to allow airflow and access by appropriate personnel 2.3 Ensure products with different temperature requirements are stored appropriately
3. Move meat product safely	3.1 Check walkways and spaces are clear before moving product 3.2 Move product safely as specified in workplace safety policies and procedures 3.3 Wear personal protective equipment appropriate for handling chilled and frozen meat product
4. Report issues with product storage	4.1 Identify and report any carton, container or label damage to supervisor 4.2 Identify and report any missing labels or shipping marks to supervisor 4.3 Document corrective action according to workplace procedures
5. Perform carton repack	5.1 Remove damaged carton or container and store according to workplace policies and procedures 5.2 Repack meat product following hygiene and sanitation policies and procedures, ensuring any exposed meat product is handled appropriately 5.3 Relabel meat product according to workplace policies and procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Reads receival documentation and checks against product • Checks accuracy of documentation such as labels and inventory schedules
Writing	• Completes workplace forms
Oral communication	• Reports issues to appropriate person
Numeracy	• Counts product to ensure it matches receival and despatch documentation

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPX314 Handle meat product in cold stores	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX314 Handle meat product in cold stores

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- recorded temperature and adjusted where necessary
- stored meat product:
  - hygienically to minimise contamination and damage
  - according to workplace health and safety requirements
- moved meat product:
  - hygienically to minimise contamination and spoilage
  - according to workplace health and safety requirements
- reported issues and carton, container or label damage or missing labels.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- temperature requirements for storing chilled and frozen meat product
- cooling rates of product and how they can be stored in relation to other products
- workplace customer specifications
- workplace policies and procedures for:
  - hygiene and sanitation
  - work health and safety
  - reporting carton, container or label damage.

Assessment Conditions

Assessment of skills must take place under the following conditions:

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- physical conditions:
  - skills must be demonstrated in a cold store facility handling chilled and frozen meat products
- resources, equipment and materials:
  - appropriate personal protective equipment
- specifications:
  - workplace documents such as policies, procedures, processes and forms
  - work instructions and standard operating procedures
  - customer requirements.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX315 Follow hygiene, sanitation and quality requirements when handling meat product in cold stores

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to handle meat product in cold stores according to any hygiene, sanitation and quality assurance requirements.

The unit applies to operators working in cold stores who handle chilled and/or frozen meat products.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

All meat processing sectors

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Follow workplace procedures for hygiene and sanitation	1.1 Follow workplace procedures for cleaning personal equipment 1.2 Maintain personal hygiene according to workplace policies and procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Undertake workplace-specific housekeeping to ensure work area is hygienic and sanitary
2. Receive and store product	2.1 Handle product hygienically 2.2 Store product at appropriate temperature to maintain shelf life and product integrity 2.3 Ensure product is kept in an appropriate location in relation to other products 2.4 Check temperature at regular intervals using calibrated and validated instruments 2.5 Repack any damaged cartons or containers according to workplace and customer requirements
3. Despatch product	3.1 Check transport vehicle according to workplace requirements 3.2 Move product to transport vehicles hygienically 3.3 Move products safely
4. Maintain accurate records	4.1 Complete workplace inventory documentation accurately 4.2 Complete temperature check records accurately 4.3 Check recorded information for accuracy and report any errors to appropriate person in the workplace

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Reads receival documentation and checks against product • Checks accuracy of documentation such as labels and inventory schedules
Writing	• Completes workplace forms
Oral communication	• Reports issues to appropriate person

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Skill	Description
Numeracy	• Counts product to ensure it matches receival and despatch documentation

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPX315 Follow hygiene, sanitation and quality requirements when handling meat product in cold stores	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX315 Follow hygiene, sanitation and quality requirements when handling meat product in cold stores

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has followed workplace hygiene, sanitation and quality assurance requirements on at least one occasion, including:

- followed workplace policies and procedures for:
  - cleaning personal equipment
  - personal hygiene
- accurately completed workplace quality assurance documentation
- reported errors appropriately.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- temperature requirements for storing chilled and/or frozen meat product
- cooling rates of product and how they can be stored in relation to other products
- workplace customer specifications
- workplace policies and procedures for:
  - hygiene and sanitation
  - quality assurance
  - workplace health and safety
- reporting carton or container damage.

Assessment Conditions

Assessment of skills must take place under the following conditions:

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- physical conditions:
  - skills must be demonstrated in a cold store facility handling chilled and/or frozen meat products
- resources, equipment and materials:
  - appropriate personal protective equipment
- specifications:
  - workplace documents such as policies, procedures, processes and forms
  - work instructions and standard operating procedures
  - customer requirements.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX316 Monitor product to be sent to rendering

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to check and remove foreign matter from processing by-products intended to be sent to rendering.

The unit applies to individuals in a food processing premises who have responsibility for ensuring that processing by-products to be sent to rendering meet the renderer's specifications. They follow a monitoring schedule and may be required to either personally remove or arrange for the removal of identified foreign matter.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

All meat processing sectors

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for monitoring	1.1 Identify specifications for by-products raw material acceptable for rendering 1.2 Identify potential sources and causes of contamination from

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	foreign matter, and identify workplace control measures 1.3 Review feedback and guidelines from renderer on previous shipments, where applicable 1.4 Identify and confirm monitoring schedule requirements
2. Monitor product to be sent to rendering	2.1 Conduct visual checks to identify the presence of foreign matter 2.2 Use available technologies to detect foreign matter, where applicable 2.3 Reduce presence of foreign matter by removing any detected foreign matter 2.4 Monitor product temperature, storage, handling and hygiene requirements and make adjustments or report according to workplace requirements 2.5 Dispose of foreign matter waste product according to workplace procedures 2.6 Record findings of foreign matter according to workplace requirements
3. Implement improvement process	3.1 Assess causes of the presence of foreign matter in raw material for rendering 3.2 Identify strategy to improve performance in reducing incidents of foreign matter in raw materials 3.3 Implement and assess effectiveness of improvement strategy 3.4 Report overall performance to relevant personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Follow industry publications and events to identify recent technological advances in the detection of foreign matter
Reading	• Read and interpret regulatory requirements relevant to the collection of product destined for rendering

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Skill	Description
Oral communication	• Provide guidance and advice to staff members to reduce the occurrence of foreign matter in rendering material

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPX316 Monitor product to be sent to rendering	Not applicable	Unit has been created to address an emerging skill required by industry	Newly created

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX316 Monitor product to be sent to rendering

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has monitored a minimum of three shipments of product to be sent to rendering, including:

- processed and undertaken corrective action for the presence foreign matter
- complied with the renderer's specifications
- identified and documented the implementation of a strategy to improve overall performance

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and types of rendering products
- commercial uses of rendered product
- sequence of the rendering process
- consequences of the presence of foreign matter
- strategies to detect and reduce the presence of foreign matter
- hygiene and sanitation requirements applicable to product for rendering
- environmental requirements, including temperature and age of the material, relevant to the storage of product for rendering and the disposal of foreign matter.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:

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    - skills must be demonstrated in an operating food processing premises where by-products are regularly sent to rendering either on-site or off-site
- resources, equipment and materials:
    - quantities of by-product destined for rendering consistent with regular production
    - foreign matter detection, sorting and removal equipment used in the workplace
    - items of personal protective equipment specified in workplace requirements
- specifications:
    - access to renderer's specifications
    - access to specific workplace documents such as policies, procedures, processes and forms relating to product for rendering
    - manufacturer’s operating instructions for specific equipment, machinery, etc.
    - access to specific legislation/codes of practice relating to product for rendering and disposal of foreign matter
- relationships:
    - team member(s), supervisor(s).

As a minimum, the following three forms of assessment must be used:

- workplace referee report
- knowledge test or quiz
- workplace demonstration with assessor observation.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX317 Monitor product flow in an automated process

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to ensure continuity and quality for automated food production.

The unit applies to individuals such as leading hands/supervisors who have responsibility for ensuring that food product meets company and customer specifications, and identifying potential issues so there are:

- no stoppages or back-ups
- personnel are redeployed where necessary
- the overall automated system and process are operating effectively.

It involves programming and adjusting machinery settings as necessary and having a sound holistic understanding of the process and product specifications for which they have responsibility.

This unit has been designed primarily for poultry processing but can be adapted for use in other areas of food processing.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

All meat processing sectors

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for production	1.1 Confirm staffing is adequate for production process 1.2 Allocate staff to identified positions in accordance with production requirements and workplace procedures 1.3 Confirm support is available for inexperienced staff or those in training 1.4 Brief staff on the specific requirements of the production run 1.5 Confirm availability of required products and supplies 1.6 Check functionality of all machinery, including status of recorded maintenance requests 1.7 Check machinery settings for the production run in accordance with workplace procedures 1.8 Confirm pre-operational hygiene and safety checks have been completed and recorded
2. Supervise production process	2.1 Monitor consistency of product flow, and make machinery or staffing adjustments as necessary 2.2 Monitor machinery performance to identify early warning signs of malfunction, and take appropriate action in accordance with workplace procedures 2.3 Check product regularly against specifications, making adjustments where necessary 2.4 Monitor product hygiene, taking immediate corrective action where necessary 2.5 Monitor staff performance, taking corrective action where necessary 2.6 Monitor waste disposal processes in accordance with workplace requirements
3. Complete production cycle	3.1 Assess compliance of final product against product specifications 3.2 Carry out required shutdown or handover processes as appropriate 3.3 Debrief staff in accordance with workplace procedures 3.4 Record maintenance requirements as necessary 3.5 Complete required production records in accordance with workplace requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Estimate quantities, times and speed in order to maintain a consistent process

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPX317 Monitor product flow in an automated process	Not applicable	Unit has been created to address an emerging skill required by industry	Newly created

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX317 Monitor product flow in an automated process

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has monitored at least three automated food production runs or shifts, including:

- confirmed availability of products and staffing and hygiene and that safety checks have been completed prior to production
- monitored and made adjustments to machinery where necessary to meet the requirements of subsequent parts of the processing sequence
- provided guidance, advice and support to staff in training and those on the line throughout the production
- monitored product against specifications and hygiene, and taken corrective active as required.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- regulatory and customer requirements applicable to the production process
- work instructions and Standard Operating Procedures applicable to the production process
- sources of contamination that can occur in the product and preventative and corrective actions
- machinery requirements, settings and capabilities, according to manufacturer's recommendations
- warning signs of machinery malfunction according to equipment instruction manuals and reporting measures relevant to the workplace
- waste disposal requirements applicable to the workplace
- options for making adjustments to ensure consistent product flow and meeting product specifications.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an operating food processing enterprise
- resources, equipment and materials:
  - product supplies, staff and machinery necessary to complete a full production run or shift
  - forms used in the workplace
- specifications:
  - use of specific workplace documents such as policies, procedures,
  - use of manufacturer's operating instructions for specific machinery
  - access to specific safety data sheets as appropriate
  - use of workplace instructions and job specifications
- relationships:
  - team member(s)
  - supervisors from other production areas.

A minimum of three different forms of assessment must be used.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX428 Plan, conduct and report a workplace incident investigation

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to plan, conduct and report on a workplace incident investigation in a meat or food processing environment.

Workplace incidents may be associated with workplace safety or food safety, animal welfare, quality, environmental, or export shipment port-of-entry rejection.

The unit applies to individuals who work in a range of roles in a meat or food processing facility and who are required to investigate incidents and report on the findings.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

All meat processing sectors

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Carry out initial	1.1 Access, interpret and implement workplace procedures for incident

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
responses to the incident	response and investigation 1.2 Determine regulatory and workplace requirements that relate to the incident and ensure investigation activities and documentation are compliant
2. Develop an investigation plan	2.1 Apply knowledge of applicable legislation and workplace policies, procedures and systems to ensure requirements of legislation and workplace policies, procedures, processes and systems are met by the investigation plan 2.2 Consult with relevant individuals to determine appropriate processes for the investigation 2.3 Define the scope and timeframes of the investigation 2.4 Ensure participation of, and consultation with, relevant individuals and parties as part of the planning process, specifying agreed processes for all phases of the investigation 2.5 Identify, document and obtain necessary resources to conduct the investigation, including expert advice if required 2.6 Identify, address and document barriers to investigation 2.7 Ensure planning includes agreed timelines, objectives, responsibilities, roles, documentation, actions and outcomes
3. Conduct the investigation	3.1 Identify and access sources of information and data 3.2 Inspect relevant evidence, and document outcome of inspection 3.3 Gather information and data in ways that ensure objectivity, confidentiality, validity and accuracy
4. Evaluate information and develop corrective actions	4.1 Determine root cause, key events, conditions and/or circumstances that together resulted in the incident 4.2 Develop actions, interventions and practical measures to prevent the reoccurrence of the incident and to address root causes 4.3 Detail recommended actions, interventions or measures, and plans for their implementation and evaluation
5. Compile and communicate investigation report	5.1 Prepare a report on the investigation, using objective language 5.2 Cite evidence and basis for conclusions and recommendations 5.3 Communicate the report to relevant individuals and parties 5.4 Review the investigation process and provide feedback

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.5 File and store report according to workplace systems

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interprets and analyses texts to identify relevant information
Oral communication	• Uses appropriate language to communicate and provide direction to a team • Uses questioning techniques to investigate an incident
Numeracy	• Interprets statistics as part of incident investigation
Interact with others	• Reports information using required communication method • Works cooperatively with others in a team to investigate and report on workplace incidents
Get the work done	• Makes decisions related to completion of tasks associated with role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPX428 Plan, conduct and report a workplace incident investigation	Not applicable	New unit	No equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX428 Plan, conduct and report a workplace incident investigation

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

The individual must plan, conduct and report on at least one complete workplace incident investigation and there must be evidence that the individual has:

- developed and documented a plan to investigate an incident
- collected, documented and analysed data and information relevant to an investigation
- ensured that all individuals in the investigation team have understood and followed required processes
- prepared and communicated the investigation report to relevant parties, including:
  - identified the root cause, key events, conditions and/or circumstances that resulted in the incident
  - detailed interventions and practical measures to prevent the reoccurrence of the incident.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- relevant legislation
- relevant policies and procedures for incident management and investigation
- investigation procedures
- report writing procedures
- ethical considerations when conducting investigations
- types and characteristics of incidents that may occur in a meat or food processing workplace.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in the workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - workplace policies, procedures, forms and records relevant to workplace incidents
  - access to personnel involved in a workplace incident
- specifications:
  - workplace documents such as policies, procedures, processes and forms
  - use of workplace instructions/job specifications/client briefs
  - access to specific legislation/codes of practice
- relationships:
  - team member(s)
  - supervisor(s).

A minimum of three different forms of assessment must be used.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX429 Develop and implement a TACCP and VACCP plan

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to identify and analyse threats to the food supply chain and areas of vulnerability to food fraud and utilise them to develop and implement food defence plans and food fraud mitigation plans.

The unit applies to personnel and supervisors who are responsible for Quality Assurance in abattoirs, boning rooms, game processing plants, wholesalers and meat retail operations.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

All meat processing sectors

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Form a threat and vulnerability team	1.1 Select a cross-functional team with personnel from across the organisation 1.2 Define roles of team members based on knowledge of the

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	implications of food fraud and food vulnerabilities 1.3 Schedule regular team meetings to update and review Threat Assessment and Critical Control Points (TACCP) and Vulnerability Assessment and Critical Control Points (VACCP) plans
2. Develop a food defence plan	2.1 Undertake and document a threat assessment 2.2 Develop a flow chart of the supply chain and identify steps where there is potential threat to the organisation, key staff, operations and the product 2.3 Undertake a risk assessment to identify the critical control points (CCPs) 2.4 Identify where the controls are for each CCP and develop action plans to address breaches 2.5 Develop a food defence plan outlining the methods, responsibilities and criteria for preventing food adulteration 2.6 Document the plan and schedule a review at least annually
3. Develop a food fraud mitigation plan	3.1 Undertake and document a vulnerability assessment 3.2 Assess raw materials, direct food contact packaging and supply chains to identify where the site is vulnerable to food fraud 3.3 Undertake a risk assessment to identify the critical control points (CCPs) 3.4 Implement a food fraud mitigation plan to specify the methods of controlling food fraud vulnerabilities 3.5 Document the plan and schedule a review at least annually
4. Maintain records	4.1 Maintain records of the food defence plan securely and ensure they are readily accessible 4.2 Maintain records of the review of the food fraud vulnerability assessment and mitigation plan and ensure they are readily accessible

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Reads and interprets regulatory information
Writing	• Develops plans and strategies • Prepares performance reports
Oral communication	• Communicates with personnel from across all levels of the organisation
Numeracy	• Interprets reports • Interprets statistical data
Interact with others	• Briefs stakeholders • Presents data • Negotiates with colleagues and stakeholders

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPX429 Develop and implement a TACCP and VACCP plan	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX429 Develop and implement a TACCP and VACCP plan

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that on at least one occasion the individual has:

- participated in a Threat Assessment and Critical Control Points (TACCP) and Vulnerability Assessment and Critical Control Points (VACCP) team
- identified and assessed the threats to the organisation, key staff, operations and products
- undertaken assessments of a site's vulnerability to food fraud, and put plans in place to mitigate the risks
- documented and reviewed plans.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- potential vulnerabilities in the food chain for deliberate adulteration or substitution
- potential risks to products from deliberate attempts to inflict damage or contamination
- where to access information on historical or developing threats of food fraud to the supply chain
- how to undertake a risk assessment
- how to document and maintain records
- auditing requirements for external stakeholders
- the business and current procedures
- Hazard Analysis and Critical Control Points (HACCP) systems and procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- resources, equipment and materials:

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    - relevant workplace procedures and policies, including the food safety plan, HACCP plans, etc.
- specifications:
    - access to database containing food defence plan and food fraud mitigation plan
    - relevant information on external auditing requirements
- a minimum of three different forms of assessment must be used, these may include:
    - workplace referee
    - workplace project
    - quiz
- evidence of relationships:
    - client(s)
    - suppliers
    - senior management
    - auditors.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX430 Develop, implement and evaluate a pest control program in a meat processing premises

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Industry Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to develop, implement and evaluate a pest management plan in a meat processing establishment.

Pests may be vertebrate or invertebrate pests or both.

This unit applies to individuals who take responsibility for their own work and for the quality of the work of others within known parameters. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

All meat processing sectors

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop the pest management plan	1.1 Determine scope of the plan 1.2 Conduct and document consultation with stakeholders to determine goals 1.3 Determine realistic time periods to allow for the achievement of

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	the plan 1.4 Define and document objectives to be achieved 1.5 Define roles and responsibilities of stakeholders in delivering objectives 1.6 Document the activities required to achieve the objectives 1.7 Identify risks and control measures 1.8 Determine monitoring methods and procedures 1.9 Determine human and physical resources required for the plan
2. Implement the pest management plan	2.1 Brief stakeholders who have responsibilities in delivering the pest management plan's objectives 2.2 Collect and analyse monitoring information as identified in the plan 2.3 Confirm that work health and safety requirements are being followed 2.4 Confirm that food safety, animal welfare and environmental requirements are being followed 2.5 Record any corrective actions required, processes used, and outcomes achieved
3. Evaluate the effectiveness of the pest management plan	3.1 Compare data with objectives and performance criteria in the monitoring plan 3.2 Compare costs with budget 3.3 Isolate and examine indicators of good and poor performance 3.4 Compile a report that includes discussion of data analysis results 3.5 Make recommendations to modify or eliminate causes of poor performance or to enhance current performance 3.6 Report outcomes and recommendations to management in the required format

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Reads and interprets regulatory information
Writing	• Develops operating plans and work instructions • Prepares performance reports
Oral communication	• Communicates with workers from a range of cultural backgrounds
Numeracy	• Interprets budgets and calculates time
Interact with others	• Briefs stakeholders • Negotiates with colleagues

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPX4430 Develop, implement and evaluate a pest control program in a meat processing premises	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX430 Develop, implement and evaluate a pest control program in a meat processing premises

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Industry Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- produced a written report plan that addresses the enterprise's pest problem
- determined factors impacting pest population and distribution
- undertaken cost-benefit analysis of pest management
- conducted site inspections
- applied food safety requirements when determining pest control activities
- applied animal welfare considerations to assessment of pest problem
- identified environmental impacts of pest presence and pest management activity
- implemented a pest monitoring and evaluation plan to organisational requirements
- collated data as required in the pest monitoring and evaluation plan
- measured responses to the organisation's pest control procedures
- analysed data against objectives and performance criteria
- produced a report on the results of monitoring operations and a report with evaluation results
- applied all monitoring techniques stipulated in the monitoring and evaluation plan
- applied work health and safety policies and procedures in all monitoring activities.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- range of pests relevant to the targeted area
- target pest biology and lifecycles
- periods of vulnerability in the lifecycle of pests
- behaviour of target pests, particularly those behaviours that impact pest susceptibility to being effectively managed

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- factors that influence pest population and distribution
- techniques used to validate the target pest population and distribution data
- the organisation's pest management plan
- monitoring and evaluation principles and how they work in the pest management plan
- regulatory requirements and standard operating procedures
- how to measure or estimate economic losses and production impacts resulting from pest presence
- principles that underpin the strategic approach to managing pests
- critical control points for management of pest problem
- how to compare data with objectives and performance criteria
- how to compare actual costs with budgeted costs
- environmental, food safety and economic impacts of pests on production processes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - assessment must take place in an operating meat processing establishment
- resources, equipment and materials:
  - current regulations
- specifications:
  - use of applicable workplace documents such as policies, procedures, processes and forms
  - a minimum of three different forms of assessment must be used
- relationships:
  - regulatory personnel
  - team members, supervisors.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX431 Oversee meat processing establishment's Halal compliance

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to oversee the procedures and personnel required to gain and/or maintain Halal approvals in a meat processing establishment.

The unit applies to individuals who have responsibility for overseeing a meat processing establishment's compliance with the requirements for Halal processing. They will require a detailed knowledge of Halal requirements in Australia and of nominated overseas customers. They will identify and oversee the development/improvement of the relevant internal policies and procedures, including the Approved Arrangement, as well as staff training and specialised personnel requirements.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

All meat processing sectors

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify Halal requirements	1.1 Research the Australian and specific market Halal requirements for a meat processing establishment to gain or maintain Halal approval 1.2 Identify the establishment's markets, and the specific customer requirements for Halal processing 1.3 Identify and document the requirements applicable to the meat processing establishment 1.4 Communicate the Halal requirements to relevant Muslim and non-Muslim staff
2. Assess establishment's compliance with Halal requirements	2.1 Review current internal processes relevant to Halal processing, and assess compliance with identified requirements and the Approved Arrangement for initial approval or for retaining approval 2.2 Develop and implement process for addressing identified gaps in compliance 2.3 Assess and implement staff training requirements where required 2.4 Test establishment's compliance with documented processes
3. Maintain establishment's Halal compliance	3.1 Develop systems for identifying changes to Halal processes that may impact the establishment 3.2 Establish and implement processes for the timely review of documented processes against Halal requirements 3.3 Incorporate the review and update process for Halal processing into the establishment's Quality Assurance program (Approved Arrangement)

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Reading	• Interpret regulatory and customer requirements, as well as organisational policies and procedures
Writing	• Develop and update relevant workplace documentation according to organisational requirements using appropriate industry terminology

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Skill	Description
Oral communication	• Communicate specific organisational requirements to staff using language suitable for the audience and appropriate industry terminology

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPX431 Oversee meat processing establishment's Halal compliance	Not applicable	Unit has been created to address an emerging skill required by industry	Newly created

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX431 Oversee meat processing establishment's Halal compliance

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has contributed to the enterprise's approved Halal status on least one occasion by:

- successfully gaining initial certification, or
- satisfactorily retaining processing approvals after a customer, Approved Islamic Organisation, government jurisdiction or external audit.

The individual must have at least once:

- documented an analysis of applicable Halal requirements
- assessed, developed or updated internal policies and procedures and systems to meet Halal requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- Halal certification, slaughtering and production processes, and their relationship with food safety and animal welfare
- methods of accurately identifying customer requirements for Halal processing, including those stated in the meat industry Manual of Importing Country Requirements (MICoR)
- Australian government (state and federal), religious and representative groups and their roles and responsibilities with respect to Halal processing requirements
- applicable legislation, regulations, standards and codes of practice relating to Halal production
- methods of maintaining currency of knowledge in order to ensure system compliance.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a meat industry workplace that is a Halal approved processing establishment or in the process of preparing for Halal approval
- resources:
  - implementation guides available through the Approved Islamic Organisation for export, or Islamic organisation responsible for domestic certification
  - workplace documents such as forms
- specifications:
  - organisational policies and procedures relevant to Halal processing
  - requirements for Halal processing approval
  - customer requirements.

A minimum of three forms of evidence must be used.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AHCBIO302 Identify and report unusual disease or plant pest signs

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to recognise unusual disease or plant pest signs during day-to-day work and take appropriate reporting action.

The unit is typically performed by those who have daily contact with plants, birds, animals or fish. It would usually be carried out in conjunction with routine animal or plant husbandry tasks.

This unit applied to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Biosecurity (BIO)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Identify signs of unusual disease or a plant pest	1.1 Identify signs of disease or a plant pest 1.2 Compare signs of disease or a plant pest with own experience of common endemic disease or a plant pest in the species 1.3 Assess severity and extent of the problem in the species where signs indicate an unusual disease or a plant pest 1.4 Seek immediate advice from supervisors, professionals or appropriate authorities when signs indicate an unusual disease or a plant pest
2. Report signs of unusual disease or a plant pest	2.1 Report signs of unusual disease or a plant pest to appropriate authorities immediately 2.2 Implement biosecurity measures according to enterprise biosecurity plans and instructions from appropriate authority

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCBIO302A Identify and report unusual disease or plant pest signs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCBIO302 Identify and report unusual disease or plant pest signs

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify unusual disease or pest signs
- assess the severity and extent of problem in the disease or pest species
- seek advice from supervisors or professionals
- notify appropriate authorities
- implement appropriate biosecurity measures.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- signs of common endemic diseases or plant pests in the species
- signs indicating unusual disease or plant pests
- methods for assessing severity and extent of problem
- biosecurity measures associated with enterprise biosecurity plans
- the process of reporting any unusual findings to appropriate authorities.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCCHM201 Apply chemicals under supervision

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to handle, transport, and apply chemicals under supervision using workplace specified chemicals and application equipment.

The unit applies to individuals working in a broad range of job contexts who undertake defined routine activities under supervision. They exercise limited autonomy within established and well-known parameters, providing solutions to a limited range of predictable problems.

State or territory licensing, legislative or certification requirements apply in some jurisdictions.

Pre-requisite Unit

Nil

Unit Sector

Chemicals (CHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to handle chemicals	1.1 Confirm the activity related to chemical handling to be undertaken with supervisor

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify and select tools and equipment required according to supervisor instructions 1.3 Identify health and safety hazards and risks and apply controls according to supervisor instructions and workplace procedures 1.4 Select, ensure serviceability, fit and use personal protective equipment (PPE)
2. Check application equipment	2.1 Carry out pre-operational checks of application equipment and identify and replace any damaged or worn components or report to supervisor 2.2 Prepare application equipment for use according to workplace practice and safe chemical handling processes
3. Handle and transport chemicals	3.1 Confirm safety precautions for the handling and transport of chemicals with supervisor 3.2 Handle and transport chemicals according to chemical label, safety data sheets and supervisor instructions
4. Prepare chemical for application	4.1 Interpret and apply chemical label instructions according to safety data sheets for the chemical or substance being used 4.2 Select and use appropriate mixing equipment 4.3 Measure, mix and load application equipment with chemical according to application rates 4.4 Clear chemical spills according to chemical label and supervisor instructions 4.5 Check that output of application equipment is correct and in accordance with chemical application plan
5. Apply chemicals	5.1 Assess and record weather conditions and forecasts prior to and during application according to workplace requirements 5.2 Apply chemical safely according to chemical application plan, chemical label and supervisor instructions 5.3 Monitor conditions for application and take appropriate action when conditions are unsuitable according to workplace procedures 5.4 Minimise risks to others, product integrity and the environment prior to and during application
6. Finalise work	6.1 Clean and store PPE and application equipment in accordance with manufacturers and health and safety in the workplace

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 6.2 Dispose of excess chemicals and clean containers in accordance with label instructions and regulatory requirements 6.3 Complete incident reports according to workplace procedures 6.4 Complete chemical application records according to workplace procedures 6.5 Store unused chemical and products according to workplace procedures 6.6 Adhere to all re-entry requirements for treated areas

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret instructions, chemical labels and safety documentation to identify relevant and key information to apply to mixing and application of chemicals
Writing	• Use clear language and correct concepts and terminology when reporting incidents and completing chemical application records
Numeracy	• Perform basic mathematical calculations when measuring and mixing chemicals and checking chemical application equipment
Oral Communication	• Use clear language, concepts, tone and pace appropriate when confirming chemical application parameters with supervisor
Get the work done	• Follow clearly defined instructions and sequencing, and monitors own progress for the task, seeks assistance when necessary

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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AHCCHM201 Apply chemicals under supervision Release 2	AHCCHM201 Apply chemicals under supervision Release 1	Minor changes to Performance Criteria for clarity Updated Performance Evidence and Knowledge Evidence	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCCHM201 Apply chemicals under supervision

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has on at least one occasion demonstrated that chemicals have been applied under supervision, ensuring they have:

- identified hazards and risks and adopted safe work practices and used appropriate personal protective equipment (PPE) according to supervisors' instructions
- confirmed activity with supervisor and identified and selected tools and equipment necessary for the application of chemical treatment
- carried out pre-operational checks of application equipment and made it ready for operation
- handled and transported chemicals to be used according to chemical labels and supervisors' instructions
- followed directions on chemical labels and relevant safety data sheets to safely mix and prepare chemicals
- selected appropriate measuring equipment and measured, mixed and loaded application equipment with chemicals safely and correctly
- ensured chemical spills were cleared according to chemical label instruction and supervisor instructions
- checked the application equipment for output against plan and applied chemical safely complying with weather conditions
- monitored and recorded weather and applied chemical appropriate to prevailing conditions
- maintained a healthy and safe condition for the environment and others while applying and following chemical application
- cleaned application equipment and PPE and disposed of waste according to equipment manufacturer instructions, chemical label and supervisor instructions
- complied with equipment manufacturer instructions, chemical label and supervisor instructions

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- maintained chemical application records and incident reports according to workplace procedures
- stored protection equipment, application equipment and unused chemicals according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- various handling and transport techniques and requirements for chemicals
- structure and content of chemical labels and safety data sheets and their use and purpose for safe chemical application
- principles and methods of measuring, mixing and applying chemicals
- features and functions of a range of application equipment relevant to the workplace their operations, and maintenance requirements
- risk factors to be taken into account for human and animal health, spillage and environmental impact relevant to chemical use before, during and following chemical application
- basic chemical groupings and types used in the workplace, including:
  - the of mode of action
  - the impact on chemical safety
  - application methods
- paths of entry of poisons into the body and the methods of limiting exposure through practices and personal protective clothing
- maintenance practices for chemical application related equipment and PPE and disposal procedures for chemical contaminants and containers
- assessing weather conditions and the impact on safe application of chemicals
- components of a workplace chemical application plan
- chemical related records and reports and their purpose.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a typical workplace environment or an environment that accurately represents workplace conditions
  - access to chemical store
- resources, equipment and materials:
  - common chemicals
  - PPE
  - chemical application equipment
  - chemical measuring and mixing equipment
- specifications:

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- workplace documents, including work instructions and procedures
- chemical labels and safety data sheets
- chemical application plan and relevant chemical application rates
- manufacturers' operation and maintenance instructions for chemical measuring and application equipment

- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCLSK204 Carry out regular livestock observation

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to carry out regular livestock observation.

All work must be carried out to comply with workplace procedures, work health and safety, animal welfare and biosecurity legislation and codes of practice and sustainability practices.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work. They identify and provide solutions to a limited range of predictable problems.

In addition to legal responsibilities, all units of competency dealing with animals in the AHC Training Package have the requirements for animals to be handled humanely to minimise stress and discomfort.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Livestock (LSK)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare to work with livestock	1.1 Discuss work to be undertaken with supervisor and seek clarification where necessary 1.2 Discuss tasks with other workers who may be affected to ensure continued smooth operation of the process 1.3 Select and check tools and equipment suitable for the work to be undertaken and maintain if necessary 1.4 Select, use and maintain suitable personal protective equipment in line with work health and safety policies 1.5 Identify hazards and report to supervisor
2. Carry out livestock checks	2.1 Check livestock for signs of illness, injuries and abnormalities and report to supervisor 2.2 Use safe handling techniques while handling livestock 2.3 Carry out all husbandry and handling activities in line with enterprise animal welfare policies
3. Deal with livestock emergencies	3.1 Follow enterprise biosecurity policies where required 3.2 Recognise common signs of livestock injury or life threatening conditions and report to supervisor 3.3 Use basic emergency and livestock first aid procedures until professional help arrives 3.4 Report serious cuts and abrasions to livestock to the supervisor or veterinarian
4. Provide veterinary procedure support	4.1 Treat cuts, abrasions and bruises under instruction from the veterinarian or supervisor 4.2 Examine animals for signs of distress, injury, illness and abnormal behaviours after completing procedures and report to supervisor 4.3 Apply appropriate treatment as instructed by a supervisor or veterinarian

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCLSK204A Carry out regular livestock observation

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCLSK204 Carry out regular livestock observation

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify hazards and follow safe operating procedures
- check livestock regularly
- handle livestock safely and humanely
- identify signs of ill health, injury and abnormality
- identify symptoms of ill health or injury
- deal efficiently and calmly with livestock emergencies
- complete basic livestock first aid procedures
- record and report serious issues or injuries.
- follow enterprise work health and safety policies
- follow enterprise animal welfare policies

Knowledge Evidence

The candidate must demonstrate knowledge of:

- range of ailments that may occur or affect livestock
- application of a range of basic treatments under veterinary supervision
- behaviour of the relevant species
- environmental controls and codes of practice applicable to the enterprise
- organisations livestock production and management plans
- relevant work health and safety legislative requirements
- relevant animal welfare and biosecurity legislation and codes of practice

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Assessment Conditions

Competency is to be assessed in the work place or workplace and simulated environments that accurately reflect performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCLSK205 Handle livestock using basic techniques

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to safely move, draft and control livestock using basic methods and procedures in an agricultural enterprise.

All work must be carried out to comply with workplace procedures, work health and safety, animal welfare and biosecurity legislation and codes of practice and sustainability practices.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work. They identify and provide solutions to a limited range of predictable problems.

In addition to legal responsibilities, all units of competency dealing with animals in the AHC Training Package have the requirements for animals to be handled humanely to minimise stress and discomfort.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Livestock (LSK)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare to handle livestock	1.1 Confirm work plan with supervisor 1.2 Identify, prepare and maintain livestock handling areas, gates and access routes 1.3 Select, check and prepare handling equipment for use and report missing equipment, malfunctions and need for maintenance as required 1.4 Recognise hazards in the workplace and report safety concerns 1.5 Select appropriate personal protective equipment and ensure correct fit
2. Handle livestock	2.1 Locate and identify livestock for handling 2.2 Observe and anticipate behavioural characteristics of livestock and use appropriate handling methods 2.3 Move livestock to designated handling areas and carry out procedures to control, draft and sort livestock with due care and in line with enterprise animal welfare policies 2.4 Carry out restraint procedures safely and with minimum stress and discomfort to livestock and in line with enterprise animal welfare policies 2.5 Monitor and anticipate continually livestock behaviour during moving and drafting processes to ensure wellbeing of livestock and safety of handlers 2.6 Conduct or tally livestock numbers or livestock count of groups/mobs and record or report as required 2.7 Recognise and report environmental implications associated with livestock production
3. Complete handling procedure	3.1 Confirm livestock dispersal plan with supervisor as required 3.2 Prepare gates and access routes for livestock departure 3.3 Move livestock to designated areas safely and with minimal stress 3.4 Ensure adequate clean water and feed at destination as required 3.5 Clean and maintain handling areas and equipment and store surplus materials 3.6 Report handling area maintenance requirements and equipment faults or malfunctions 3.7 Dispose of livestock residues and waste in accordance with environmental practices 3.8 Record and report relevant information

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCLSK205A Handle livestock using basic techniques

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCLSK205 Handle livestock using basic techniques

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- prepare handling areas, gates and access routes for livestock movement
- monitor and anticipate livestock behaviour
- recognise enterprise livestock identification systems
- identify and draft livestock during handling operations
- move and control livestock using low stress livestock handling techniques
- minimise undue stress and risk to livestock and handlers
- recognise livestock abnormalities
- assess, calculate and record livestock numbers
- control the environmental impacts associated with livestock production within the limitations of own responsibility
- follow enterprise work health and safety policies
- follow enterprise animal welfare policies

Knowledge Evidence

The candidate must demonstrate knowledge of:

- livestock behavioural characteristics and movement in handling areas
- components and functions of handling equipment
- handling techniques and restraint methods
- enterprise livestock identification systems
- environmental codes of practice with regard to livestock production
- regulatory controls with regard to handling livestock on public roads where required
- common livestock breeds

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- basic nutritional and welfare requirements
- range of common livestock abnormalities, illnesses and injuries and associated signs
- relevant work health and safety requirements
- relevant animal welfare and biosecurity legislation and codes of practice

Assessment Conditions

Competency is to be assessed in the work place or workplace and simulated environments that accurately reflect performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCLSK207 Load and unload livestock

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to load and unload animals for transport.

All work must be carried out to comply with workplace procedures, work health and safety, animal welfare and biosecurity legislation and codes of practice and sustainability practices.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work. They identify and provide solutions to a limited range of predictable problems.

In addition to legal responsibilities, all units of competency dealing with animals in the AHC Training Package have the requirements for animals to be handled humanely to minimise stress and discomfort.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Livestock (LSK)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Check facilities and equipment for sound working conditions	1.1 Identify facilities and equipment required for the task and confirm with supervisor 1.2 Prepare loading facilities and equipment according to enterprise procedures 1.3 Check the work site, facilities and equipment for hazards and operation, control risks where appropriate and report safety concerns to supervisor 1.4 Carry out or organise repairs and maintenance of facilities and equipment required for loading or unloading livestock where necessary 1.5 Select appropriate personal protective equipment and ensure correct fit
2. Load animals	2.1 Identify, muster, yard or secure animals using safe working methods in line with enterprise animal welfare policies 2.2 Inspect animals for signs of ill health, injury or abnormal behaviours and separate animals unsuitable for transport 2.3 Prepare animals for transport 2.4 Record identification details of animals and fit individual animal tags as required 2.5 Count, record and load livestock safely and with minimal stress to ensure no injury to co-workers or animals in line with enterprise animal welfare policies 2.6 Complete vendor declarations and any other required documentation
3. Unload animals	3.1 Unload livestock in a safe manner to ensure no injury to other workers or animals 3.2 Record numbers and individual identification details of livestock 3.3 Inspect livestock for signs of ill health, injury or abnormal behaviours and report to appropriate persons 3.4 Check documentation and reach agreement on condition of animals with the receiving or dispatching party where required
4. Perform appropriate animal health procedure	4.1 Sort stock, and separate distressed, injured or ill livestock if required 4.2 Undertake animal health treatments off truck if required 4.3 Feed and water animals as instructed 4.4 Apply enterprise biosecurity policies where required

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCLSK207A Load and unload livestock

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCLSK207 Load and unload livestock

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- check loading facilities for correct operation and hazards to animals and workers
- sort livestock as required and separate unsuitable animals for transport
- load and unload livestock
- anticipate animal behaviour
- provide and maintain appropriate animal feed and water
- complete relevant documentation and affix individual tags if required
- monitor animal health and welfare
- read and interpret mustering, work and loading plans and maps
- calculate animal numbers to assess and calculate feed and water requirements
- follow relevant work health and safety requirements
- follow relevant biosecurity policies as required
- follow relevant animal welfare practices

Knowledge Evidence

The candidate must demonstrate knowledge of:

- animal handling and movement methods and techniques
- basic animal health and nutritional requirements
- animal herding and flocking behaviour
- techniques and uses of working dogs where appropriate
- types of animal health treatments that may be required
- common diseases and injuries in livestock
- common abnormal livestock behaviours

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- causes of livestock being unfit for transport
- legislative documentation requirements for livestock transport
- relevant work health and safety, biosecurity and animal welfare requirements

Assessment Conditions

Competency is to be assessed in the work place or workplace and simulated environments that accurately reflect performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCLSK218 Ride educated horses to carry out basic stock work

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 2.0.
Release 1	Initial release with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to handle and ride calm horses educated to muster and move livestock. It addresses the potential risks associated with working with and around horses and livestock.

The unit applies to individuals who have experience in riding horses assessed as calm, consistent and obedient. They work under general supervision, with some accountability for their own work, identifying and providing solutions to a limited range of predictable problems.

No occupational licensing or certification requirements apply to this unit at the time of publication.

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

The prerequisite units of competency for this unit are:

- ACMEQU202 Handle horses safely
- ACMEQU206 Perform horse riding skills at walk, trot and canter.

Note the following chain of prerequisites that also applies to this unit.

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Unit of competency	Prerequisite requirement
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour
ACMEQU206 Perform horse riding skills at walk, trot and canter	ACMEQU202 Handle horses safely

Unit Sector

Livestock (LSK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Maintain horse health and condition	1.1 Monitor horses for signs of ill health, injury, or poor condition as part of daily routines 1.2 Report horse condition to supervisor 1.3 Administer treatments for common ailments safely and humanely under supervision of veterinarian or supervisor 1.4 Carry out hoof care and cleaning according to safe workplace practices 1.5 Apply workplace biosecurity and sustainability policies and follow workplace procedures
2. Prepare horses for work	2.1 Assess work to be undertaken and confirm with supervisor 2.2 Identify hazards, assess risks, and implement control measures for working safely with horses 2.3 Select and check equipment suitable for the work to be undertaken 2.4 Select and use appropriate personal protective equipment (PPE) during preparation activities 2.5 Identify horses by sex, colour, markings, and brands 2.6 Safely and humanely catch assigned horse, assess for health and soundness, and promptly report any issues to supervisor

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	2.7 Confirm with supervisor that the assigned horse is suitable for required work and own skill level 2.8 Prepare horse for ridden work including a pre-exercise groom 2.9 Fit and adjust, for individual horses, the appropriate working gear to manage and control horse for required work
3. Ride horses for stock work	3.1 Select and use equipment (PPE) for riding 3.2 Lunge horse safely and humanely to check gear fit and horse behaviour 3.3 Mount horse safely 3.4 Safely control the horse at walk, trot, and canter prior to beginning stock work 3.5 Practise appropriate safety drills and safely perform emergency manoeuvres including one-rein stops 3.6 Using safe riding techniques, ride quiet, consistent and obedient horses to carry out basic stock work duties 3.7 Work and safely control horse at a walk, trot, and canter as part of stock husbandry routines 3.8 Safely dismount horse 3.9 Report and record stock work activities
4. Provide post ride care	4.1 Remove gear and groom, wash, or clean horse, according to workplace policy 4.2 Water and feed horse in line with workplace policy 4.3 Release horse safely to appropriate enclosure, paddock, or yard 4.4 Check, clean, maintain, and store working gear and PPE 4.5 Report damaged or repair working gear as instructed

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Writing	• Record data and observations about livestock in workplace forms accurately
Oral communication	• Use active listening and questioning techniques to clarify and confirm instructions and report information
Navigate the world of work	• Follow workplace procedures, including safe work and safe horse handling practices and animal welfare principles, in own role and work area
Get the work done	• Plan and organise tasks and assemble equipment to complete basic livestock activities, taking safety and risk factors into consideration

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCLSK218 Ride educated horses to carry out basic stock work Release 2	AHCLSK218 Ride educated horses to carry out basic stock work Release 1	Minor changes to wording to clarify safety requirements and addition of foundation skills descriptions	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCLSK218 Ride educated horses to carry out basic stock work

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 2.0.
Release 1	Initial release with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has safely ridden at least two different calm, consistent and obedient horses educated for stock work to carry out at least three assigned jobs involving riding horses for basic stock work duties. For each job there must be evidence that the individual has:

- prepared for the job by:
  - recognising hazards and implementing required risk control measures
  - identifying relevant work health and safety requirements
  - selecting and using suitable personal protective equipment (PPE)
  - selecting suitable saddlery and equipment
  - identifying the assigned horse by gender, colour markings, and brands
  - catching assigned horse and assessing for health and soundness
  - communicating with supervisor to discuss concerns and suitability of horse for the assigned job
- handled horse safely and humanely during job including:
  - safely and correctly fitting, then checking and adjusting working gear to suit individual horse
  - mounting horse safely
  - riding and controlling horse, at a walk, trot, and canter, to perform basic stock work duties
  - adhering to animal welfare policies when working around horses and livestock
  - minimising stress of livestock when checking, mustering, and moving livestock
  - dismounting horse safely
- completed post-ride activities including:

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- cleaning, feeding and watering horse
- checking, cleaning and maintaining tack
- completing records as required by workplace.

In addition, there must be evidence that the individual has monitored the condition of at least one horse (which may be one of the above-mentioned three horses), including:

- identifying signs of ill health, injury, or poor condition, and reporting to supervisor
- safely and humanely administering basic treatments under supervision
- carrying out basic hoof care and cleaning safely and humanely.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key features of work health and safety, animal welfare codes of practice, biosecurity requirements, and sustainability practices in the context of own job role
- basic pre-activity risk assessment for basic stock work
- common horse gender, colours, markings, and other identifying features
- common basic features of horse behaviour and psychology
- the features of livestock behaviour and how this is utilised to minimise stress for horse and livestock
- relevant workplace procedures, industry standards, and guidelines for horse riding and riding safety, including lungeing or riding in a yard before outside and one-rein stops
- basic care and husbandry, and procedures for horses
- the common signs of disease or injury in horses, basic anatomy and physiology of the horse
- the use of horses for workplace operations
- care and maintenance of working gear.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions, including livestock handling yards and paddocks
- resources, equipment and materials:
  - various live, calm, consistent and obedient horses educated for stock work and assessed as suitable for the experience and skill of the individual
  - livestock to muster, move, and check
  - appropriate tack for individual, horse and activity
  - personal protective equipment (PPE) correctly fitted and applicable to activity for the individual

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- specifications:
  - work instructions and procedures for carrying out basic stock work.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCLSK320 Coordinate and monitor livestock transport

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to safely and efficiently transport livestock to a destination within specified timeframes.

Animal welfare and low stress stock handling principles and practices are to be observed at all times.

All work must be carried out to comply with workplace procedures, work health and safety, animal welfare and biosecurity legislation and codes of practice and sustainability practices.

This unit applies to individuals who work under broad direction and take responsibility for own work including limited responsibility for the work of others. They use discretion and judgement in the selection and use of available resources and complete routine activities.

All units of competency dealing with animals in the AHC Training Package have the requirements for animals to be handled humanely to minimise stress and discomfort.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Livestock (LSK)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare for the transport of livestock	1.1 Check the transport directions and calculate load 1.2 Determine transport requirements and engage a suitable carrier 1.3 Identify required equipment and resources and move livestock to loading facility 1.4 Assemble and prepare livestock for transport 1.5 Identify existing and potential hazards and report to supervisor
2. Load livestock	2.1 Observe industry and enterprise work health and safety policies and procedures 2.2 Ensure documentation is signed by the relevant person and check that the required animal identification is in place 2.3 Obtain relevant permits and comply with movement restrictions where required 2.4 Record animal details and identification as required using technology where applicable 2.5 Load and secure prepared livestock in accordance with industry and enterprise animal welfare and work health and safety procedures and requirements
3. Monitor transport and unload livestock	3.1 Communicate with the carrier to ensure livestock are transported with minimal stress and discomfort according to animal welfare requirements 3.2 Ensure livestock are checked regularly throughout the journey and unloaded for feeding and watering appropriately 3.3 Unload livestock using appropriate equipment and facilities, such as National Livestock Identification System (NLIS) readers where applicable 3.4 Monitor livestock condition and welfare post transport and provide feed and water appropriately
4. Complete transportation operations	4.1 Clean, maintain and secure vehicle, equipment and facilities appropriately 4.2 Complete required records according to legislative and enterprise requirements

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCLSK320A Coordinate and monitor livestock transport

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCLSK320 Coordinate and monitor livestock transport

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify hazards, assess risks and implement safe work procedures
- interpret transport plan requirements
- coordinate the transport of livestock
- safely, load livestock while maintaining load within specifications
- distribute animals on transport to prevent overcrowding and minimise risk of injury
- obtain relevant permits and comply with movement restrictions
- ensure documentation and livestock identification is in place
- ensure appropriate recording including use of technology where applicable
- safely unload livestock
- review health and condition of livestock after transit
- demonstrate safe and humane handling of livestock according to animal welfare codes of practice
- demonstrate safe and environmentally responsible workplace practices
- read and comprehend manufacturers specifications, work and maintenance plans, and Safety Data Sheets (SDSs)
- apply relevant work health and safety requirements
- apply relevant biosecurity and animal welfare practices

Knowledge Evidence

The candidate must demonstrate knowledge of:

- industry and legislative requirements for the transport of livestock
- model codes of practice for the welfare of animals Land transport (various species)

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- animal welfare, biosecurity and work health and safety legislative requirements
- environmental codes of practice with regard to vehicle operation and livestock transport
- market requirements in relation to the quality and condition of livestock
- process of sourcing and costing transportation alternatives
- livestock transport recording and documentation requirements
- enterprise policies with regard to the use of vehicles and equipment
- relevant documentation requirements and procedures

Assessment Conditions

Competency is to be assessed in the work place or workplace and simulated environments that accurately reflect performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCMOM202 Operate tractors

Modification History

Release	Comments
Release 3	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 2.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to prepare for, operate and complete tractor operations under general supervision in the agriculture, horticulture and land management sectors.

Working with tractors is an inherently dangerous activity. Individuals who work at this level must be thoroughly instructed in all health and safety in the workplace aspects of operating tractors. The tractor must also comply with relevant Australian standards for tractors.

The unit applies to individuals who operate tractors to undertake routine work under general supervision with limited autonomy and accountability.

Vehicle must be operated according to relevant state/territory licensing authority vehicle licence requirements and regulations.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Machinery operation and maintenance (MOM)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare tractor for operation	1.1 Confirm with supervisor activity to be undertaken, including identifying potential hazards and risks and implementing safe working practices to manage risks 1.2 Source and interpret machinery operation and maintenance manual and manufacturer instructions for tractor operation 1.3 Select and maintain personal protective equipment and safety equipment according to workplace safety requirements 1.4 Fit and use personal protective equipment according to job requirements and task to be undertaken 1.5 Select and attach equipment as directed by supervisor 1.6 Conduct tractor routine pre-operational checks according to operation and maintenance manual and report faults or malfunctions to supervisor
2. Operate tractor	2.1 Carry out pre-start and start up procedures required for tractor operation 2.2 Drive and operate tractor in a smooth and controlled manner 2.3 Apply workplace environmental and biosecurity procedures associated with tractor operation and minimise impact 2.4 Continually monitor hazards and risks, and ensure safety of self, other personnel, plant and equipment 2.5 Complete work according to agreed plan as directed by supervisor 2.6 Report abnormal monitoring system indicators and alarms to supervisor
3. Complete tractor operation	3.1 Park tractor and conduct shut down procedures 3.2 Perform routine operational servicing according to the operation and maintenance manual 3.3 Report malfunctions, faults, irregular performance or damage to supervisor 3.4 Clean, decontaminate, secure and store tractor and attached equipment 3.5 Remove and store keys in the required location 3.6 Maintain tractor and equipment use records in required format

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret textual information from a range of sources to identify relevant and key information about workplace operations
Writing	• Document tractor and equipment use
Oral communication	• Use clear language to report malfunctions, faults, irregular performance or damage • Participate in verbal exchanges to respond to questions and clarify instructions
Numeracy	• Calculate quantities of vehicle fluids including fuel • Identify correct tyre pressure or track tension
Navigate the world of work	• Recognise and follow workplace requirements, including safety requirements, associated with own role and area of responsibility

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Pre-operational checks must include:	• maintenance interval schedule daily check • machine damage and serviceability • guards are in place and undamaged • checking for missing parts • fluid leaks and levels • fuel level • brakes and clutch operation • condition of tyres or tracks • machine controls.

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCMOM202 Operate tractors Release 3	AHCMOM202 Operate tractors Release 2	Minor changes to performance criteria, foundation skills and range of conditions	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCMOM202 Operate tractors

Modification History

Release	Comments
Release 3	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 2.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has prepared for, safely operated and completed tractor operations under general supervision at least once and has:

- identified and reported hazards and implemented safe operating procedures
- carried out tractor pre-operational checks and reported faults to supervisor
- driven and operated a tractor safely, in a smooth and controlled manner
- operated tractors in even and uneven terrain conditions
- carried out tractor shut down procedures
- maintained tractor use records and reported faults or malfunctions
- minimised environmental impacts associated with tractor operation
- followed workplace health and safety procedures for safe tractor operation
- followed industry and workplace biosecurity procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- tractor components, controls and features and operational functions
- tractor operation and maintenance manuals
- tractor steering systems and features
- features, operational functions and procedures for attached equipment
- load limits and the principles of weight distribution with regard to load shifting and tractor movement
- distinguishing characteristics of individual tractors including rated performance capacities

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- effects of various surface and difficult terrain conditions on tractor operation
- duty of care to self, others and the environment
- relevant legislation with regard to tractor operation and licensing requirements
- environmental impacts relevant to operation of vehicles
- health and safety in the workplace requirements to operate a tractor safely
- industry and workplace biosecurity procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
  - individual must not be under the influence of alcohol or drugs
  - individual must not be taking any medication (prescribed or otherwise) that may impair judgement
  - individual must not be in a fatigued state when operating the machinery
- resources, equipment and materials:
  - tractors
  - safety equipment and personal protective equipment applicable to the task being undertaken
- specifications:
  - tractor operation and maintenance manual
  - industry and workplace biosecurity procedures applicable to tractor operation
  - legislation relevant to tractor operation and licensing requirements
- timeframes:
  - according to the job requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AMPA2000 Prepare animals for slaughter

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to manage and handle animals in lairage prior to slaughter.

This unit is applicable to stock handlers in a slaughtering establishment.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to demonstrate

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Element	Performance criteria
essential outcomes.	achievement of the element.
1. Manage animals in lairage	1.1 Receive animals into lairage according to workplace requirements 1.2 Handle animals in lairage to minimise stress and according to workplace requirements 1.3 Deal with animal welfare issues in relation to the handling of animals in lairage according to regulatory and workplace requirements 1.4 Provide food and water according to workplace requirements 1.5 Maintain records of all livestock movements on plant according to workplace requirements 1.6 Handle animals according to workplace health and safety requirements 1.7 Maintain good housekeeping in yards 1.8 Report maintenance issues according to workplace requirements
2. Present animals for slaughter	2.1 Select animals for slaughter according to product specifications and workplace requirements 2.2 Prepare animals for slaughter at a rate to maintain productivity according to workplace requirements 2.3 Present animals for slaughter in a suitable condition to maintain the standards of product 2.4 Present animals for slaughter according to workplace, animal welfare, regulatory and workplace health and safety requirements
3. Maintain flow and order of animals	3.1 Make animals available to meet start-up times and chain speed requirements 3.2 Maintain flow and order of animals according to start-up times and chain speed requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2002C Prepare animals for slaughter.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2000 Prepare animals for slaughter

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must manage and handle animals in lairage prior to slaughter.

The candidate must:

- plan and maintain the flow and order of animals to meet production requirements
- ensure mob or lot separation and comply with regulatory or importing country's requirements
- utilise stock identification systems accurately and comply with regulatory requirements related to the identification of stock
- follow workplace recordkeeping procedures for receival of animals
- keep accurate stock receival records
- 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
- check condition of yards and report maintenance requirements
- work cooperatively with other stock handlers
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- fulfil workplace health and safety requirements for handling stock in lairage

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- workplace Standard Operating Procedures (SOPs) and work instructions for animal handling
- animal welfare requirements
- regulatory and workplace requirements

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Assessment Conditions

Competency must be demonstrated when meeting the demands of moving stock to supply normal production requirements. Assessment must be undertaken in an operating abattoir.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2001 Feed race

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to move animals along a race and into the slaughter floor.

This unit is applicable to workers responsible for feeding stock from pens to the slaughter floor at abattoirs and knackeries.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to demonstrate

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Element	Performance criteria
essential outcomes.	achievement of the element.
1. Feed race	1.1 Feed animals into race effectively and humanely in accordance with workplace and regulatory requirements 1.2 Use goads in accordance with workplace requirements 1.3 Comply with workplace health and safety requirements 1.4 Identify and meet animal welfare requirements 1.5 Segregate stock in accordance with work instructions 1.6 Identify and comply with requirements for mob separation

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2004B Feed race.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2001 Feed race

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must move animals along a race and into the slaughter floor.

The candidate must:

- 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, workplace health and safety and animal welfare requirements
- restrain the animal to workplace and workplace health and safety requirements
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- cooperate and communicate with other stock handlers to move stock

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- animal welfare requirements
- correct use of goads
- regulatory requirements for segregation
- 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

Assessment Conditions

Competency must be demonstrated while complying with workplace and regulatory requirements and at normal production speed at the plant. Assessment must be conducted at an operating abattoir.

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As a minimum the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2002 Restrain animal

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to restrain animals prior to stunning.

This unit is applicable to workers in an abattoir responsible for operating restrainers such as knocking boxes and V belt restrainers.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to demonstrate

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Element	Performance criteria
essential outcomes.	achievement of the element.
1. Restrain animal	1.1 Restrain animal to workplace requirements 1.2 Identify and comply with animal welfare requirements 1.3 Monitor operation of mechanical restraints in accordance with workplace requirements 1.4 Meet workplace health and safety requirements when restraining animal

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2005B Restrain animal.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2002 Restrain animal

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must restrain animals prior to stunning.

The candidate must:

- 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 health and safety requirements
- use goads, where applicable, in accordance with work instructions, health and safety, and animal welfare regulations
- apply relevant communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- cooperate and communicate effectively with other workers
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- animal welfare requirements
- correct use of goads
- regulatory requirements for segregation
- relevant animal welfare regulatory requirements
- the impact of stress and injury on meat quality
- the relevant Standard Operating Procedures (SOPs) and work instructions
- the required segregation of animals
- the workplace and health and safety requirements related to restraining animals and the reasons for these requirements
- characteristics of breeds, sex and age of animals as they relate to work duties

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Assessment Conditions

Competency must be demonstrated at an operating abattoir at normal chain speed and while complying with animal welfare requirements.

As a minimum, the following three forms of assessment must be used:

- workplace demonstration
- quiz of underpinning knowledge
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2003 Perform emergency kill

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to kill sick or injured stock in lairage under the direction of an authorised Department of Agriculture officer or other person with appropriate company or regulatory authority.

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.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

Where firearms are used to perform emergency kills the unit must only be undertaken by individuals already holding a current firearms licence.

No other occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify stock requiring emergency slaughter	1.1 Identify emergency circumstances requiring stock to be killed in lairage 1.2 Identify persons with the authority to order an emergency kill 1.3 Correctly identify stock requiring emergency kill arrangements according to workplace, animal welfare and regulatory requirements
2. Perform emergency kill	2.1 Isolate stock requiring emergency kill arrangements according to workplace and regulatory requirements 2.2 Perform emergency kill according to workplace health and safety requirements 2.3 Perform emergency kill according to workplace and regulatory requirements 2.4 Complete necessary documentation according to workplace requirements 2.5 Complete arrangements for removal of carcase according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2007B Perform emergency kill.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2003 Perform emergency kill

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must kill sick or injured stock in lairage under the direction of an authorised Department of Agriculture officer or other person with appropriate company or regulatory authority.

The candidate must:

- identify animals requiring emergency kill
- 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
- perform emergency kills safely and humanely in accordance within company and regulatory requirements
- 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
- apply relevant communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- complete relevant documentation

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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 isolation of the identified animal, the performance of the emergency kill and disposal of the carcase

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Assessment Conditions

Emergency kills must be demonstrated as a normal part of the duties of the individual handling stock.

This unit must be assessed at an operating abattoir.

As a minimum the following three forms of assessment must be used:

- workplace demonstration
- quiz of underpinning knowledge
- workplace referee report or verified work log or diary

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2005 Unload livestock

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes 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.

This unit is applicable to those responsible for unloading stock from transport at abattoirs.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations, in particular legislative requirements with regard to animal welfare.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Check facilities and equipment	1.1 Identify required facilities and equipment 1.2 Check the work site, facilities and equipment for hazards 1.3 Carry out or report (as appropriate) repairs and maintenance of facilities and equipment required for the unloading of livestock 1.4 Use and store Personal Protective Equipment (PPE) and clothing
2. Unload animals	2.1 Unload animals in a safe manner to comply with animal welfare, company and regulatory requirements 2.2 Identify, count and record livestock according to enterprise procedures 2.3 Maintain workplace records according to workplace and regulatory requirements 2.4 Complete documentation according to regulatory and transporter requirements 2.5 Reach agreement on condition of animals with the transporter
3. Perform appropriate animal health procedures	3.1 Sort stock, if required, with sick or injured stock segregated according to workplace and regulatory requirements 3.2 Perform animal health treatments off truck as instructed 3.3 Feed and water animals to enterprise requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2009B Unload livestock.

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Links

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Assessment Requirements for AMPA2005 Unload livestock

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must unload animals from transport demonstrating a working knowledge of animal handling techniques and associated facilities and equipment.

The candidate must:

- safely and humanely unload animals in a calm and controlled manner
- anticipate animal behaviour
- provide and maintain appropriate animal health and nutritional requirements
- prepare equipment and working dogs (when used) for handling animals
- monitor animal behaviour and recognise irregularities
- provide due care and handle animals safely and humanely
- use goads (where applicable), in accordance with work instructions, workplace health and safety, and animal welfare requirements
- calculate animal numbers and assess and calculate feed and water requirements
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- cooperate and communicate with others to facilitate unloading stock
- comply with relevant workplace health and safety and animal welfare legislative requirements
- work effectively with others to facilitate unloading of stock

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- animal basic health and nutritional requirements
- animal herding and flocking behaviour
- working dogs' uses and handling techniques (where appropriate)
- animal handling and movement methods and techniques
- animal welfare standards
- Standard Operation Procedures (SOPs) and work instruction relevant to unloading stock

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- relevant workplace health and safety and animal welfare legislative requirements

Assessment Conditions

Evidence must also be demonstrated in the employment of safe workplace and positive environmental practices.

Assessment must occur in the workplace under normal production conditions.

As a minimum the following three forms of assessment must be used:

- workplace demonstration
- quiz of underpinning knowledge
- workplace referee or third- party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2006 Apply animal welfare and handling requirements

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to identify animal welfare issues and comply with the necessary requirements when handing animals. The requirements include all workplace and regulatory requirements for humane handling.

This unit is applicable to all personnel responsible for handling livestock.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations, in particular legislative requirements related to animal welfare.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to demonstrate

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Element	Performance criteria
essential outcomes.	achievement of the element.
1. Identify and explain animal handling practices	1.1 Identify work instructions and work practices for the welfare and handling of animals 1.2 Identify the impact on the quality of meat of stressing and/or injuring animals 1.3 Identify defects in meat quality resulting from poor handling techniques of live animals
2. Identify and explain animal welfare requirements	2.1 Identify risks to animals being handled 2.2 Identify and explain workplace and regulatory requirements for handling animals humanely 2.3 Identify and explain relevant sections of the applicable Animal Welfare Standard and relevant legislation
3. Identify and explain workplace health and safety requirements for handling animals safely	3.1 Identify risks associated with handling animals 3.2 Identify workplace health and safety requirements associated with handling animals
4. Identify and explain livestock identification procedures	4.1 Identify individual animal identification procedures, where appropriate, according to workplace, WHS and regulatory requirements 4.2 Explain the purpose of individual mob and lot identification 4.3 Identify lots according to workplace requirements 4.4 Explain the consequences of incorrect lot identification
5. Identify and explain requirements for dealing with sick and injured stock	5.1 Explain workplace and regulatory requirements 5.2 Describe humane destruction (euthanasing) arrangements
6. Apply animal welfare and handling techniques	6.1 Handle animals in a way that complies with workplace requirements and minimises stress 6.2 Maintain flow of stock to meet processing requirements 6.3 Handle animals safely in accordance with workplace and WHS requirements 6.4 Handle sick and injured stock in accordance with workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2010A Apply animal welfare and handling requirements.

Links

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Assessment Requirements for AMPA2006 Apply animal welfare and handling requirements

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must identify animal welfare issues and comply with the necessary requirements when handing animals.

The candidate must:

- identify sick or injured animals
- identify out-of-specification animals
- accurately complete records of livestock movement
- communicate effectively and appropriately with fellow workers (e.g. to exchange information with stockperson)
- identify signs and causes of stress in animals
- comply with workplace procedures and requirements for handling livestock and minimising livestock stress
- maintain flow of livestock with minimal livestock stress
- identify the relevant sections of the animal welfare standard and code
- identify relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- workplace procedures for receival and/or dispatch of animals
- workplace requirements for maintaining flow and order of animals
- impact of stress and injury on the animal
- impact of stress and injury on product quality, including carcases, hides and skins
- stock identification systems including National Livestock Identification System (NLIS)
- lot identification of stock and its importance with regard to trace back
- workplace health and safety hazards of handling stock
- feed and water requirements where relevant
- the relevant sections of the animal welfare standard and code

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- relevant work instructions and Standard Operating Procedures (SOPs) associated with tasks undertaken
- customer and community expectations
- workplace and regulatory requirements

Assessment Conditions

Competency must be demonstrated utilising the most current legislation and codes.

Assessment must involve some practical demonstration of competency in the relevant workplace.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

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AMPA2007 Identify animals using electronic systems

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required for the identification of animals using electronic systems.

This unit is applicable to workers in stockyards, saleyards and slaughter floors where livestock or carcases are identified using electronic readers for stock ear tags or boluses.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential	Performance criteria describe the performance needed to

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Element	Performance criteria
outcomes.	demonstrate achievement of the element.
1. Identify animals using electronic systems	1.1 Identify and meet the regulatory requirements for electronic identification of individual animals 1.2 Identify and follow start-up procedures for electronic readers 1.3 Operate the identification and recording system according to work instructions (incorporating tail tag data where appropriate) 1.4 Identify animals electronically by scanning stock to workplace requirements 1.5 Explain and identify sources of errors in identification and/or malfunction of the system 1.6 Explain consequences of incorrect identification of animals
2. Maintain, clean and monitor electronic identification system	2.1 Undertake routine maintenance, cleaning and monitoring according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2011C Identify animals using electronic systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2007 Identify animals using electronic systems

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must identify animals using electronic systems.

The candidate must:

- 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 communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- apply relevant workplace health and safety, and regulatory requirements
- undertake routine maintenance, cleaning and monitoring according to workplace requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- the consequences of incorrect identification of animals
- the National Livestock Identification System (NLIS)
- the reasons for animal identification
- relevant workplace health and safety, and regulatory requirements
- animal identification requirements

Assessment Conditions

Competency must be demonstrated at normal rates of production.

As a minimum, the following three forms of assessment must be used:

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- workplace demonstration
- quiz of underpinning knowledge
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

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AMPA2008 Shackle animal

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to shackle and hang an animal on a processing rail after stunning.

This unit is applicable to shackling any species either by the front or hind legs either before or after sticking.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to demonstrate

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Element	Performance criteria
essential outcomes.	achievement of the element.
1. Shackle animal	1.1 Shackle animal in accordance with workplace and workplace health and safety requirements 1.2 Check animal for consciousness (where part of the work instruction) 1.3 Hang animal at a height and rate suitable for next operator 1.4 Where applicable, use a hoist according to workplace requirements 1.5 Check equipment for faults in accordance with work instructions

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2012C Shackle animal.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2008 Shackle animal

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must shackle and hang an animal on a processing rail after stunning.

The candidate must:

- 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 workplace health and safety requirements
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- take corrective action immediately if animals are ineffectively stunned
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- workplace health and safety requirements related to the shackling of animals
- the consequences of incorrect shackling of animals
- relevant regulatory requirements
- work instructions related to shackling animals

Assessment Conditions

This unit must be assessed on a working chain and at normal production speed.

The candidate must be competent at normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration

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- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2009 Operate electrical stimulator

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate manual carcase stimulation equipment or monitor automatic carcase stimulation equipment.

The unit is applicable to slaughter floor operatives responsible for the operation or monitoring of manual or automatic carcase stimulators.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to demonstrate

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Element	Performance criteria
essential outcomes.	achievement of the element.
1. Conduct pre-operational check of stimulation equipment	1.1 Regularly check electrical stimulation unit to ensure it is in good working order 1.2 Maintain equipment by cleaning electrodes (where applicable) 1.3 Replace circuit boards or cards if a fault develops (where this forms part of operator's work instructions)
2. Follow effective electrical stimulation procedures	2.1 Apply electrical stimulation within the required time after stunning 2.2 Ensure constant contact with electrodes during stimulation 2.3 Identify and meet workplace health and safety requirements 2.4 Run stimulation to its full time in accordance with the workplace or manufacturer's specifications for the type of stimulation equipment 2.5 When using the nasal or rail methods, maintain the carcase contact with the rubbing bar during electrical stimulation to ensure stimulation is effective 2.6 Prevent loss of voltage by keeping carcases separated during stimulation 2.7 Check and maintain peak voltage levels to ensure effective stimulation 2.8 Stimulate carcase in accordance with workplace requirements
3. Check for ineffective stimulation	3.1 Check electrical stimulation unit 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 Check electrodes to ensure they are attached during stimulation

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2013C Operate electrical stimulator.

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Assessment Requirements for AMPA2009 Operate electrical stimulator

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must consistently operate an electrical stimulator in the workplace during production.

The candidate must:

- conduct pre-operational checks
- conduct effective electrical stimulation of carcases according to workplace requirements
- stimulate carcases 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 communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- comply with the workplace health and safety requirements for operating electrical stimulation equipment
- apply relevant regulatory and workplace requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- the basic operations of the stimulator
- the benefits of effective stimulation
- the purpose of electrically stimulating a carcase
- events which would indicate that the stimulation is ineffective
- the relevant work instruction
- relevant regulatory and workplace requirements
- workplace health and safety requirements

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Assessment Conditions

Competency must be demonstrated in the workplace at normal chain speed.

Assessment must be conducted in the workplace under normal production conditions.

The following three forms of assessment must be used:

- demonstration in the workplace or simulated environment
- quiz of underpinning knowledge
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2010 Remove head

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to remove the head manually and 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.

This unit is applicable to workers in a slaughter floor, knackery or wild game processing establishments where heads are removed mechanically or manually.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Remove the head	1.1. Sever head at the base of the jaw (i.e. the atlanto-occipital joint) 1.2 Remove head in accordance with work instructions including, where relevant, compliance with Specified Risk Material (SRM) requirements 1.3 Remove head according to workplace health and safety requirements 1.4 Forward head for further processing, or disposed of, according to workplace requirements 1.5 Prepare, operate and maintain machinery for removal of head in accordance with work instructions

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2014C Remove head.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2010 Remove head

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must remove the head either manually and with the aid of mechanical cutters.

The candidate must:

- use correct cutting lines for removing head
- remove head in accordance with work instructions
- use safe and hygienic practices to remove head
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- apply relevant regulatory requirements
- comply with workplace health and safety requirements related to removing head

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- 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
- potential contamination and cross-contamination associated with removing head
- issues associated with SRM material

Assessment Conditions

Competency must be demonstrated at normal chain speed.

Assessment of skills must take place during production time.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2011 Cut hocks

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to cut off front legs, back legs or dew claws manually and with the aid of mechanical cutters.

This unit is applicable to workers on a slaughter floor, knackery or wild game processing establishment who are required to cut hocks or dew claws.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Cut hocks	1.1 Cut hock according to work instructions 1.2 Cut hock according to Quality Assurance (QA) requirements 1.3 Dispose of off-cuts in accordance with workplace requirements 1.4 Operate hock cutting equipment in accordance with workplace health and safety requirements and work instructions

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2015C Cut hocks.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2011 Cut hocks

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must cut off front legs, back legs or dew claws manually and with the aid of mechanical cutters.

The candidate must:

- demonstrate safe and hygienic use of tools and equipment
- dispose of off-cuts in accordance with work instructions
- recognise and report equipment difficulties
- keep work area neat and tidy
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- potential contamination and cross-contamination
- relevant work instructions
- relevant regulatory requirements
- the basic anatomy of legs from relevant joints

Assessment Conditions

Assessment must be conducted in the workplace under normal production conditions.

Competency must be demonstrated at the normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge

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- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2012 Mark brisket

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to score or mark the brisket prior to the brisket being cut, to allow evisceration of the carcase.

This unit is applicable to workers from a slaughter floor, knackery or wild game processing establishment.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Mark brisket	1.1 Mark brisket according to work instructions 1.2 Identify and manage sources of contamination and cross-contamination according to workplace requirements 1.3 Identify and comply with workplace health and safety requirements for working in and around the evisceration area 1.4 Explain and comply with Quality Assurance (QA) requirements for scoring and marking the brisket

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2016C Mark brisket.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2012 Mark brisket

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must score or mark the brisket prior to the brisket being cut, to allow evisceration of the carcase.

The candidate must:

- mark the brisket in accordance with work instructions
- comply with workplace health and safety requirements for marking the brisket
- apply relevant workplace and regulatory requirements
- apply the workplace health and safety requirements for working in the evisceration area

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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
- workplace health and safety requirements for working in the evisceration area

Assessment Conditions

Assessment must occur in the workplace under normal conditions.

Competency must be demonstrated at normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration

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- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2013 Complete changeover operation

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to re-position carcases on a processing chain.

This unit is applicable to abattoirs, wild game processing establishments and knackeries.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Re-position carcase	1.1 Complete changeover in accordance with workplace requirements 1.2 Complete changeover in accordance with workplace health and safety requirements 1.3 Store or dispose of gambrels, spreaders and slides, when used, according to workplace requirements 1.4 Check equipment for defects (when this forms part of work instructions)

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2018C Complete changeover operation.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2013 Complete changeover operation

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must re-position carcases on a processing chain.

The candidate must:

- complete changeover in accordance with work instructions
- complete changeover operation to workplace health and safety 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
- use correct manual handling techniques for changeover operation
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- workplace health and safety requirements including manual handling procedures associated with changeover
- the consequences of incorrectly re-positioning the carcase on the chain
- work instructions for the changeover operation
- relevant regulatory requirements
- appropriate reporting procedures for defects

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at chain speed.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2014 Trim pig pre evisceration

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to trim pig carcases prior to evisceration.

This unit is applicable to abattoirs and game processing plants.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Remove hair, ears, eyelids and snout	1.1 Correctly shave carcase and remove ears, eyelids and snout according to workplace requirements 1.2 Undertake work in accordance with workplace health and safety requirements 1.3 Remove ears, eyelids and snout without contamination or cross-contamination in accordance with hygiene and sanitation requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2020C Trim pig pre-evisceration.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2014 Trim pig pre evisceration

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must trim pig carcases prior to evisceration.

The candidate must:

- shave and remove ears, eyelids, snout and trotters in accordance with workplace and workplace health and safety requirements
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- 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

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at chain speed.

As minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

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Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2015 Number carcase and head

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to number carcases, heads and where applicable hides and viscera to allow correlation for inspection and Quality Assurance (QA) processes.

This unit is applicable to workers on the slaughter floor.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Correlate heads and carcases by numbering	1.1 Correlate heads, carcases and where applicable hides and viscera by numbering in accordance with workplace and regulatory requirements 1.2 Number heads and carcases according to workplace health and safety requirements 1.3 Identify and manage potential sources of contamination according to workplace requirements 1.4 Number hides where part of the task

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2021C Number carcase and head.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2015 Number carcase and head

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must number carcases and heads to allow correlation for inspection and Quality Assurance (QA) processes.

The candidate must:

- number heads and carcases in accordance with work instructions
- apply mathematical operations to a level required for accurate numbering

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- hygiene practices for minimising contamination
- the reasons for correlating heads and carcases
- the consequences of incorrect correlation of heads and carcases
- the work instruction for numbering carcases and heads
- potential sources of contamination and cross-contamination

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

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Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2016 Punch pelts

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to either manually or mechanically clear the pelt on the flanks prior to pelt pulling.

This unit is applicable to abattoirs, knackeries and wild game processing establishments.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Free pelt from the flanks of the carcase	1.1 Punch and open pelt in accordance with workplace requirements. 1.2 Follow hygiene and sanitation procedures in accordance with workplace requirements. 1.3 Open pelt according to workplace health and safety requirements.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2022C Punch pelts.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2016 Punch pelts

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must either manually or mechanically clear the pelt on the flanks prior to pelt pulling.

The candidate must:

- free pelt to required extent
- punch pelt in accordance with work instructions
- follow workplace health and safety, and hygiene and sanitation requirements related to freeing the pelt
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- 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)

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge

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- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2017 Remove brisket wool

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to clear the brisket area either mechanically or manually.

This unit is applicable to slaughter floors and knackeries where brisket wool is removed manually.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Skin brisket	1.1 Clear brisket in accordance with workplace requirements 1.2 Clear brisket in accordance with workplace health and safety requirements 1.3 Clear brisket in accordance with hygiene and sanitation requirements 1.4 Remove pelt cleanly without damage to the carcase 1.5 Remove brisket piece without contamination of carcase 1.6 Dispose of waste pelt in accordance with workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2023C Remove brisket wool.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2017 Remove brisket wool

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must clear the brisket area mechanically and manually.

The candidate must:

- clear the brisket area in accordance with work instructions, hygiene and sanitation and workplace health and safety requirements
- remove pelt cleanly without damage to the carcase
- remove brisket piece without contamination of carcase
- maintain brisket rollers (where used)
- dispose of waste in accordance with workplace requirements
- keep work area clean and tidy
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- the maintenance requirements for brisket rollers
- the workplace health and safety hazards associated with the brisket roller
- the purpose of the brisket roller
- the results of contamination and workplace requirements for reporting contamination
- the workplace requirements associated with clearing the brisket
- relevant regulatory requirements

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at chain speed.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2018 Prepare hide or pelt for removal

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes 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.

This unit is applicable to workers on a slaughter floor or in a knackery or wild game meat processing establishment.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Explain opening cuts	1.1 Identify steps involved in opening hide or pelt in accordance with workplace requirements 1.2 Identify and manage sources of contamination and cross-contamination according to workplace requirements 1.3 Identify and explain quality implications of defective opening cuts for product and hide
2. Perform opening cuts	2.1 Perform opening cuts releasing the hide or pelt in accordance with workplace requirements 2.2 Perform opening cuts releasing the hide or pelt in accordance with hygiene and sanitation requirements 2.3 Perform opening cuts releasing the hide or pelt in accordance with workplace health and safety requirements 2.4 Free hide or pelt to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2024C Prepare hide/pelt for removal.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2018 Prepare hide or pelt for removal

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must complete the opening cuts on the points of a hide or pelt prior to removal.

The candidate must:

- demonstrate the performance of opening cuts to release the hide or pelt in accordance with work instructions, hygiene and sanitation and workplace health and safety requirements
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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
- relevant regulatory requirements

Assessment Conditions

Assessment of skills needs to be conducted in the workplace.

Competency must be demonstrated at normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

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Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2019 Bag tail

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to bag the tail to prevent contamination.

This unit is applicable to workers on the slaughter floor.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Bag tail and secure bag	1.1 Bag tail and secure the bag in accordance with workplace requirements 1.2 Monitor and replenish stock of bags and ties in accordance with workplace requirements 1.3 Remove brush (where applicable)

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2025B Bag tail.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2019 Bag tail

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must bag the tail to prevent contamination.

The candidate must:

- demonstrate bagging of tails and removal of brush
- demonstrate the capacity (at production speed) to maintain and monitor stocks of bags and ties, using estimation and calculation
- use a knife safely to remove tail brushes, where applicable
- follow work instructions for bagging tails
- apply relevant workplace health and safety and regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- the reason for bagging tails
- relevant workplace health and safety and regulatory requirements

Assessment Conditions

Assessment must be conducted on the slaughter floor.

Competency must be demonstrated at chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

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Links

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AMPA2021 Seal or drain urinary tract

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to seal or drain the urinary tract of a carcase during the dressing procedure on a slaughter floor.

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.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Seal or drain urinary tract	1.1 Drain or seal urinary tract according to work instruction 1.2 Drain or seal urinary tract according to workplace health and safety requirements 1.3 Undertake start-up procedures for pumps or mechanical aids, if required

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2027B Seal or drain urinary tract.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2021 Seal or drain urinary tract

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must seal or drain the urinary tract of a carcase during the dressing procedure on a slaughter floor.

The candidate must:

- drain and/or seal urinary tract according to workplace requirements
- maintain a stock of consumables, where relevant, for sealing urinary tracts (pizzles)
- maintain equipment used in sealing and/or draining urinary tracts
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- relevant regulatory requirements
- hygiene and workplace health and safety issues associated with the task

Assessment Conditions

Competency must be assessed in the workplace under normal production conditions.

Competency must be demonstrated at the normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

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Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2022 Singe carcase

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to singe a carcase as part of the dressing procedures on a slaughter floor.

This unit is applicable to workers on the slaughter floor required to singe pig skin or goat carcases either manually or by monitoring an automated process.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Singe carcase	1.1 Perform start-up procedures for singeing according to workplace requirements 1.2 Perform singe operation according to work instructions 1.3 Monitor effectiveness of singe operation 1.4 Report problems with singeing to the supervisor in accordance with workplace requirements 1.5 Perform singe operation in accordance with enterprise workplace health and safety requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2028B Singe carcase.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2022 Singe carcase

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must singe a carcase as part of the dressing procedures on a slaughter floor.

The candidate must:

- singe carcase according to the company work instructions and workplace health and safety procedures
- report problems to a supervisor promptly
- apply relevant regulatory requirements
- undertake start-up procedures according to work instructions
- use communication skills relevant to the task

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- company Quality Assurance (QA) requirements for hair removal
- company singeing work instructions
- relevant regulatory requirements
- workplace health and safety risks and procedures associated with singeing process

Assessment Conditions

Competency must be assessed in the workplace under normal production conditions.

Competency must be demonstrated at the normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

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Assessors must satisfy the current standards for RTOs.

Links

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AMPA2023 Shave carcase

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to shave a carcase that has been scalded.

This unit is applicable to workers on a slaughter floor shaving scalded carcases such as pigs and 'skin on' goats.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Shave carcase	1.1 Monitor carcases leaving the de-hairing process to ensure de-hairing meets workplace requirements and defects have been identified (where part of work instruction) 1.2 Shave carcases according to work instruction 1.3 Shave carcases safely according to workplace health and safety requirements 1.4 Monitor own work to ensure the effective removal of hair

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2029B Shave carcase.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2023 Shave carcase

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must shave a carcase that has been scalded.

The candidate must:

- monitor de-hairing process
- shave a carcase according to work instructions and workplace health and safety procedures
- report problems with the de-hairing or scalding process
- apply relevant regulatory requirements
- monitor own work
- use communication skills relevant to the task

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- the company's Quality Assurance (QA) requirements for hair removal
- the work instructions for shaving carcases
- relevant regulatory requirements
- the workplace health and safety procedures requirements for working around scalding equipment

Assessment Conditions

Competency must be assessed in the workplace under normal production conditions.

Competency must be demonstrated at the normal chain speed.

As a minimum, the following three forms of assessment must be used:

- workplace demonstration

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- quiz of underpinning knowledge
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2024 Flush carcase

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to flush carcases on the slaughter floor.

This is applicable to workers required to flush a carcase circulatory system on the slaughter floor.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Flush carcase	1.1 Perform start-up procedures according to workplace and manufacturer's requirements 1.2 Bleed carcase properly 1.3 Locate and open correct vein for flushing 1.4 Flush carcase according to work instructions and workplace health and safety requirements 1.5 Monitor reservoir of solution to ensure it is at adequate level

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2030B Flush carcase.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2024 Flush carcase

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must flush carcases on the slaughter floor.

The candidate must:

- 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
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- the purpose of carcase flushing
- indicators of ineffective flushing
- the work instructions for the operation of the pump and flushing process
- relevant regulatory requirements

Assessment Conditions

Competency must be assessed in the workplace under normal production conditions.

Competency must be demonstrated at the normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

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Assessors must satisfy the current standards for RTOs.

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AMPA2025 Operate scalding and de-hairing equipment

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate scalding and de-hairing equipment.

This unit is applicable to abattoirs.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Confirm equipment settings	1.1 Put in place and secure automated equipment safety guards. 1.2 Select and confirm equipment settings in accordance with workplace health and safety requirements.
2. Operate equipment for scalding or de-hairing	2.1 Power scalding or de-hairing equipment in accordance with regulatory and workplace requirements. 2.2 Operate scalding or de-hairing equipment in accordance with workplace and manufacturer's specifications. 2.3 Operate scalding or de-hairing equipment in accordance with workplace health and safety requirements. 2.4 Operate equipment within its capacity and the capacity of the operator. 2.5 Scald and de-hair carcase to workplace requirements.
3. Identify and report defects	3.1 Monitor carcases leaving the process to ensure de-hairing meets workplace requirements. 3.2 Monitor defects and take corrective action in accordance with workplace requirements.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2031C Operate scalding/de-hairing equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2025 Operate scalding and de-hairing equipment

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate scalding and de-hairing equipment.

The candidate must:

- 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
- use communication skills relevant to the task

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- defects to be identified and reported in accordance with workplace requirements
- workplace health and safety requirements of operating machinery
- potential sources of contamination and ways of preventing it
- work instructions related to operating scalding or de-hairing equipment

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

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AMPA2026 Operate whizzard knife

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate and maintain a whizzard knife.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Operate whizzard knife	1.1 Use knife in accordance with workplace requirements 1.2 Operate knife in accordance with workplace health and safety

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Element	Performance criteria
	requirements
2. Maintain whizzard knife	2.1 Maintain knife according to manufacturer's specifications and work instructions

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2032C Operate whizzard knife.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2026 Operate whizzard knife

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate and maintain a whizzard knife.

The candidate must:

- 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
- follow hygiene and sanitation procedures for the use of the knife at a particular work station
- follow workplace health and safety procedures for the use of the knife at a particular work station
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- basic operating principles
- workplace health and safety 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

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at normal chain speed.

As a minimum, the following three forms of assessment must be used:

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- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

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AMPA2027 Operate rise and fall platform

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate a rise and fall platform.

The unit is applicable to workers in abattoirs, boning rooms and knackeries.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Operate rise and fall platform	1.1 Operate rise and fall platform in accordance with workplace requirements 1.2 Operate rise and fall platform in accordance with workplace health and safety requirements 1.3 Identify and report malfunctions and take corrective action in accordance with workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2033C Operate rise and fall platform.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2027 Operate rise and fall platform

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate a rise and fall platform.

The candidate must:

- operate a rise and fall platform in accordance with work instructions and workplace health and safety requirements for a nominated task
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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
- workplace health and safety requirements related to the operation of a rise and fall platform

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at chain speed while performing a task at a work station that utilises a rise and fall platform.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

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Assessors must satisfy the current standards for RTOs.

Links

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AMPA2028 Operate vacuum blood collection process

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate a vacuum blood collection system.

This unit is applicable to slaughter floor operations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Operate a vacuum blood collection system	1.1 Identify and follow start-up procedures 1.2 Operate vacuum recovery system and collect blood according to work instructions 1.3 Identify and comply with specific hygiene and sanitation requirements for blood collection 1.4 Identify and comply with specific workplace health and safety requirements for blood collection 1.5 Explain, identify and manage sources of contamination according to workplace requirements 1.6 Identify and meet regulatory requirements and customer specifications for blood collection
2. Clean, maintain and monitor a vacuum blood collection system	2.1 Undertake routine maintenance, cleaning and monitoring according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2034C Operate vacuum blood collection process.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2028 Operate vacuum blood collection process

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate a vacuum blood collection system.

The candidate must:

- operate vacuum blood collection system in accordance with work instructions
- explain, identify and manage sources of contamination according to workplace requirements
- comply with workplace health and safety requirements
- apply relevant workplace and regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- steps in blood collection
- uses and markets for blood collected
- consequences of contamination and resulting damage to blood
- requirements related to blood collection:
  - hygiene and sanitation
  - workplace health and safety QA
  - regulatory
  - customer specifications

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at chain speed.

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As a minimum, the following here forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2029 Operate nose roller

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate a nose roller or similar machine to mechanically skin a sheep head.

This unit is applicable to slaughter floor operations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Skin sheep head	1.1 Skin sheep head to workplace requirements 1.2 Skin sheep head to workplace health and safety, and hygiene and sanitation requirements 1.3 Remove pelt cleanly 1.4 Skin sheep head without contamination or cross-contamination 1.5 Use nose roller in accordance with work instructions 1.6 Dispose of waste in accordance with workplace requirements 1.7 Clean and sanitise, and follow basic maintenance program for the nose roller in accordance with workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2035C Operate nose roller.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2029 Operate nose roller

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate a nose roller or similar machine to mechanically skin a sheep head.

The candidate must:

- 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 workplace health and safety 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
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- workplace health and safety requirements associated with nose roller
- basic operation of nose roller
- uses of head meat and offal
- work instruction for operating a nose roller
- relevant regulatory requirements
- sources of contamination of heads

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at chain speed.

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As a minimum the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2030 Operate pneumatic cutter

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to maintain and operate a mechanical cutter or scissors.

This unit is applicable to operations in abattoirs, wild game processing establishments and knackeries.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Perform cutting operations	1.1 Operate cutters in accordance with workplace requirements 1.2 Operate cutters in accordance with workplace health and safety requirements 1.3 Identify potential sources of contamination and cross-contamination
2. Remove hocks, horns or legs or trim necks	2.1 Remove off-cuts in accordance with workplace requirements 2.2 Dispose of off-cuts according to workplace requirements
3. Clean and maintain pneumatic cutters	3.1 Clean and maintain cutters to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2036C Operate pneumatic cutter.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2030 Operate pneumatic cutter

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must maintain and operate a mechanical cutter or scissors.

The candidate must:

- operate cutter in accordance with workplace health and safety requirements
- operate pneumatic cutter to workplace requirements for one work station
- demonstrate procedures for disposal of off-cuts
- demonstrate maintenance and sterilisation of cutter
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- basic operating principles of pneumatic cutter
- workplace health and safety requirements
- issues associated with use of the cutter
- relevant regulatory requirements
- potential sources of contamination and cross-contamination

Assessment Conditions

Assessment must be conducted in the workplace under normal conditions.

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.

As a minimum, the following three forms of assessment must be used:

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- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2031 Operate circular saw

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate and maintain a circular saw to perform a task such as cutting horns.

This is applicable to workers in a registered meat processing premises such as an abattoir, boning room, knackery or game meat processing establishment.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Operate circular saw	1.1 Operate circular saw in accordance with workplace requirements 1.2 Identify and meet workplace health and safety requirements 1.3 Sterilise and clean operating equipment in accordance with workplace requirements 1.4 Identify possible sources of contamination and cross-contamination
2. Maintain a circular saw	2.1 Maintain circular saw according to manufacturer's specifications and workplace requirements
3. Remove horns or other off-cuts	3.1 Remove horns or off-cuts using appropriate equipment in accordance with workplace requirements 3.2 Dispose of off-cuts according to workplace requirements 3.3 Keep work area neat and clear of waste in accordance with workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2037C Operate circular saw.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2031 Operate circular saw

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate and maintain a circular saw to perform a task such as cutting horns.

The candidate must:

- operate the circular saw to workplace requirements at a work station
- demonstrate safe use of a circular saw in accordance with workplace health and safety requirements
- demonstrate maintenance and sterilisation of circular saw
- demonstrate procedures for disposal of off-cuts
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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
- workplace health and safety issues associated with operating a circular saw
- work instruction for the task to be performed
- relevant regulatory requirements

Assessment Conditions

Assessment must be carried out in an operating meat processing plant.

Competency must be demonstrated at normal production speed.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2032 Prepare carcase and equipment for hide or pelt puller

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to secure hides and pelts to the puller, dispose of hides and pelts and store the belts and chains.

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 wild game processing establishment.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Shackle hide and/or pelt to hide and/or pelt puller	1.1 Shackle hide and/or pelt to hide and/or pelt puller in accordance with workplace requirements 1.2 Use hide and/or pelt pullers, chains or belts in accordance with work instructions
2. Dispose of hide and/or pelt	2.1 Despatch or dispose of hide and/or pelts in accordance with workplace requirements (where part of work instructions)
3. Maintain and store belts and chains	3.1 Store and maintain belts and chains in accordance with workplace health and safety requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2038C Prepare carcase and equipment for hide/pelt puller.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2032 Prepare carcase and equipment for hide or pelt puller

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must secure hides and pelts to the puller, dispose of hides and pelts and store the belts and chains.

The candidate must:

- 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
- locate emergency switches
- keep work area neat and tidy
- follow work instructions
- perform duties in accordance with workplace health and safety requirements
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- how hide and/or pelt puller works
- emergency switches procedures
- possible sources of contamination to carcase
- consequences of incorrect clearance of hide or pelt
- ways of minimising contamination hazards
- relevant regulatory requirements
- disposal arrangements for hides and pelts
- workplace health and safety hazards associated with working with and around the hide and/or pelt puller

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Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2035 Operate new technology or process

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate a new technology or process in a meat processing operation.

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.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare for new equipment or process	1.1 Prepare new equipment or process for operation in accordance with work instructions and manufacturer's specifications
2. Operate new equipment or process	2.1 Operate equipment or undertake new process in accordance with work instructions 2.2 Operate equipment or undertake process in accordance with workplace health and safety requirements 2.3 Identify potential sources of contamination and cross-contamination and employ preventative measures
3. Clean and maintain equipment and/or work area	3.1 Monitor performance of equipment or new process and report faults either verbally or in writing in accordance with work instructions 3.2 Clean and maintain equipment and/or work area to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2042C Operate new technology or process.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2035 Operate new technology or process

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate a new technology or process in a meat processing operation.

The candidate must:

- operate new equipment or new process in accordance with workplace health and safety requirements
- operate new equipment or new process to workplace requirements
- maintain new equipment where applicable in accordance with workplace requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- basic operating principles of equipment and/or purpose of the process
- workplace health and safety requirements associated with the process and/or use of equipment
- work instructions for the new equipment or process
- relevant regulatory requirements
- potential sources of contamination and cross-contamination

Assessment Conditions

Competency must be demonstrated in a processing environment and over a period of time.

Assessment tasks must be comprehensively customised to gather evidence specific to the new technology being implemented in a meat processing or retailing environment.

A minimum of three different forms of assessment must be used.

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Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2036 Operate sterivac equipment

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate sterivac equipment.

This unit is applicable to workers operating steam/vacuuming equipment on a slaughter floor or wild game processing establishment.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Operate sterivac equipment	1.1 Identify contamination to be removed 1.2 Operate sterivac equipment in accordance with workplace requirements 1.3 Operate sterivac equipment to remove contamination in accordance with workplace health and safety requirements 1.4 Identify potential sources of contamination and cross-contamination
2. Clean and maintain sterivac equipment	2.1 Monitor performance of sterivac equipment and report faults either verbally or in writing in accordance with work instructions 2.2 Clean and maintain sterivac equipment to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2043C Operate sterivac equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2036 Operate sterivac equipment

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate sterivac equipment.

The candidate must:

- operate sterivac equipment in accordance with workplace health and safety 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
- use relevant communication skills

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- basic operating principles of pneumatic sterivac equipment
- workplace health and safety issues associated with use of sterivac equipment
- 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

Assessment Conditions

Assessment of skills must be conducted in an operating plant.

Competency must be assessed at normal chain speed and over a period of time.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2037 De-rind meat cuts

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to de-rind pork meat cuts using a mechanical aid.

This unit is applicable to workers in pork boning rooms, wholesalers or food service operations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Operate de-rinder	1.1 Operate machinery in accordance with workplace requirements and manufacturer's specifications 1.2 Operate machinery in accordance with workplace health and safety requirements 1.3 Maintain machinery in accordance with work instructions 1.4 Monitor meat cuts for defects and contamination 1.5 Monitor output to ensure compliance with Quality Assurance (QA) requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2044B De-rind meat cuts.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2037 De-rind meat cuts

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must de-rind pork meat cuts using a mechanical aid.

The candidate must:

- operate the de-rinder to workplace health and safety 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
- apply relevant regulatory requirements
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- operation of the de-rinder
- work instructions for operation of the de-rinder
- relevant regulatory requirements
- potential workplace health and safety risks
- potential sources of contamination

Assessment Conditions

Assessment must be conducted in the workplace.

Competency must be demonstrated at the normal production speed and over a period of time.

As a minimum, the following three forms of assessment must be used:

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- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

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AMPA2038 De-nude meat cuts

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to remove selvage or remove tendons from meat cuts using a mechanical aid.

This unit is applicable to workers who operate de-nuding machinery.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Operate de-nuder	1.1 Operate machinery in accordance with workplace requirements and manufacturer's specifications 1.2 Operate machinery in accordance with workplace health and safety requirements 1.3 Maintain machinery in accordance with hygiene and sanitation requirements 1.4 Monitor meat cuts for defects and contamination 1.5 Monitor output to ensure compliance with Quality Assurance (QA) requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2045B De-nude meat cuts.

Links

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Assessment Requirements for AMPA2038 De-nude meat cuts

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must remove selvage or remove tendons from meat cuts using a mechanical aid.

The candidate must:

- 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
- apply relevant regulatory requirements
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- operation of the de-nuder
- relevant regulatory requirements
- potential workplace health and safety risks
- potential sources of contamination

Assessment Conditions

Assessment must be conducted in an operating meat processing plant.

Competency must be demonstrated at the normal production speed and over a period of time.

As a minimum, the following three forms of assessment must be used:

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- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

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AMPA2040 Operate frenching machine

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate a frenching machine in a meat processing plant.

This unit is applicable to workers required to operate a frenching machine on, for example, racks of lamb.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Operate frenching machinery	1.1 Perform start-up procedures 1.2 Select cuts for frenching according to workplace requirements 1.3 Operate frenching machine according to work instructions 1.4 Operate frenching machine according to workplace health and safety requirements 1.5 Monitor own work to ensure cuts are to workplace specifications

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2047B Operate frenching machine.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2040 Operate frenching machine

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate a frenching machine in a meat processing plant.

The candidate must:

- 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
- apply relevant regulatory requirements
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- relevant meat cut specifications
- relevant workplace health and safety requirements
- relevant work instructions
- relevant regulatory requirements

Assessment Conditions

Assessment must be conducted in an operating meat processing plant.

Competency must be demonstrated at the normal chain speed over a period of time.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration

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- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

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AMPA2041 Operate cubing machine

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate a meat cubing machine.

This unit is applicable to workers operating a meat cubing machine in boning rooms and food service operations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Cube meat	1.1 Perform start-up checks 1.2 Clean and maintain cubing machine according to workplace requirements 1.3 Operate machinery according to work instructions 1.4 Operate machinery according to workplace health and safety requirements 1.5 Identify and report sources of contamination and cross-contamination according to workplace requirements 1.6 Minimise contamination and cross-contamination 1.7 Store and/or despatch cubed meat from the work area

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2048B Operate cubing machine.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2041 Operate cubing machine

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate a meat cubing machine.

The candidate must:

- perform pre-operational checks, maintenance and cleaning according to workplace requirements
- operate cubing operate cubing equipment according to the workplace requirements, workplace health and safety policies and procedures, Standard Operating Procedures (SOPs) and work instructions
- identify potential sources of contamination and cross-contamination
- identify workplace health and safety hazards when operating the machine
- report equipment faults to supervisor either verbally or in writing in accordance with workplace requirements
- apply relevant regulatory requirements
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- pre-operational checks, maintenance and cleaning
- ways of minimising contamination
- operating requirements in the work instructions
- relevant regulatory requirements

Assessment Conditions

Assessment must take place in an operating meat processing plant.

Competency must be demonstrated at normal chain speed.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2042 Cure and corn product in a meat processing plant

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to cure and corn product in a meat processing plant.

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 *AMPX302 Cure and corn product* is applicable.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Process meat	1.1 Perform pre-operational checks according to workplace requirements 1.2 Cure or corn meat according to product specifications, health regulations and workplace requirements at a speed that is the same as production requirements 1.3 Monitor processing regularly 1.4 Make adjustments to processing as required to achieve product specifications
2. Store meat product	2.1 Store processed product according to product specifications

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2049B Cure and corn in a meat processing plant.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2042 Cure and corn product in a meat processing plant

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must cure and corn product in a meat processing plant.

The candidate must:

- 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
- apply relevant workplace health and safety and regulatory requirements
- use mathematical applications relevant to the task
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- selection criteria for meat for curing or corning process
- 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 workplace health and safety and regulatory requirements

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- procedures for cleaning processing equipment

Assessment Conditions

Assessment must be conducted in an operating meat processing plant.

Competency must be demonstrated under typical production conditions and at the normal speed of production.

As a minimum, the following three forms of assessment must be used:

- workplace demonstration
- quiz of underpinning knowledge
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2043 Operate head splitter

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge necessary to split skulls prior to the recovery of brains.

This unit is applicable to workers operating a mechanical head splitting machine in a meat processing plant. Head splitting is undertaken to facilitate the recovery of brains.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Split heads	1.1 Perform pre-operational checks according to workplace requirements 1.2 Operate head splitter according to work instruction and relevant Standard Operating Procedures (SOPs) 1.3 Operate head splitter according to workplace health and safety requirements 1.4 Monitor head splitting and report problems to supervisor 1.5 Store split head according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2050B Operate head splitter.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2043 Operate head splitter

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must split skulls prior to the recovery of brains.

The candidate must:

- perform pre-operational checks
- operate head splitter hygienically and safely
- identify potential workplace health and safety hazards
- store split heads hygienically according to workplace requirements
- report equipment faults to supervisor either verbally or in writing in accordance with workplace requirements
- apply relevant regulatory requirements
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- 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

Assessment Conditions

Assessment must be conducted in an operating meat processing plant.

Competency must be demonstrated at normal production speed.

As a minimum, the following three forms of assessment must be used:

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- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2044 Trim neck

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to trim contamination from the neck of a carcase.

This unit is applicable to workers on a slaughter floor, knackery, boning room or game processing establishment, who are responsible for trimming the neck.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen Knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Trim neck	1.1 Trim neck in accordance with workplace requirements 1.2 Trim neck in accordance with workplace health and safety requirements 1.3 Identify and report types of contamination where appropriate 1.4 Trim neck to remove blood clots, stains and areas of contamination from the carcase 1.5 Trim neck effectively with minimal meat removed from the neck 1.6 Trim neck to meet customer specifications

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2051C Trim neck.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2044 Trim neck

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must trim contamination from the neck of a carcase.

The candidate must:

- demonstrate safe and hygienic neck trimming
- trim neck to workplace requirements
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- types of contamination to be trimmed
- workplace health and safety, hygiene and sanitation, and customer specifications related to trimming neck
- potential sources of contamination of product and how it is avoided
- relevant regulatory requirements

Assessment Conditions

Assessment must be conducted in a meat processing plant.

Competency must be demonstrated on the slaughter floor or in a boning room at the normal rate of production.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

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Assessors must satisfy the current standards for RTOs.

Links

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AMPA2045 Trim forequarter to specification

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to trim the forequarter of the carcase to specification.

This unit is applicable to trimmers working in abattoirs, boning rooms and game processing establishment.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Trim forequarter of carcase	1.1 Identify trimming specifications for each lot, where applicable 1.2 Trim forequarter to specification according to workplace requirements 1.3 Report types and sources of contamination and cross-contamination according to workplace requirements 1.4 Trim forequarter according to workplace health and safety requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2052C Trim forequarter to specification.

Links

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Assessment Requirements for AMPA2045 Trim forequarter to specification

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must trim the forequarter of the carcase to specification.

The candidate must:

- interpret and apply specifications
- trim forequarter to specification according to work instructions
- fulfil hygiene and sanitation requirements
- apply relevant regulatory requirements
- fulfil workplace health and safety requirements
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- workplace health and safety requirements for trimming
- steps involved in trimming to specification
- hygiene and sanitation requirements
- relevant regulatory requirements
- sources of contamination and cross-contamination

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at normal chain speed over a period of time.

As a minimum, the following three forms of assessment must be used:

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- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2046 Trim hindquarter to specification

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to trim the hindquarter of the carcase to specification.

This unit is applicable to workers employed to trim carcases in abattoirs, boning rooms and game processing establishment.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Trim hindquarter of carcase	1.1 Trim hindquarter to specification according to workplace requirements 1.2 Trim hindquarter to specification according to workplace health and safety requirements 1.3 Report types and sources of contamination and cross-contamination according to workplace requirements 1.4 Dispose of trimmings according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2053C Trim hindquarter to specification.

Links

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Assessment Requirements for AMPA2046 Trim hindquarter to specification

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must trim the hindquarter of the carcase to specification.

The candidate must:

- trim hindquarter to hygiene and sanitation requirements
- trim hindquarter to workplace health and safety requirements
- trim hindquarter to specification according to work instructions
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- specifications for trimming hindquarter
- steps in trimming hindquarter to specification
- hygiene and sanitation requirements for trimming hindquarter
- workplace health and safety requirements for trimming hindquarter
- relevant regulatory requirements
- sources of contamination and cross-contamination

Assessment Conditions

Assessment must be carried out in an operating meat processing plant.

Competency must be demonstrated at production speed over a period of time.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration

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- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

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AMPA2047 Inspect hindquarter and remove contamination

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to inspect the hindquarter of the carcase and remove contamination.

This unit is applicable to workers trimming carcases to remove contamination on slaughter floors and in boning rooms, chillers and game processing establishments.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Inspect the hindquarter of the carcase for contamination	1.1 Identify types of contamination and their sources 1.2 Scan carcase according to workplace requirements
2. Remove contamination	2.1 Trim hindquarter to remove contamination according to workplace requirements 2.2 Trim hindquarter to remove contamination according to workplace health and safety requirements 2.3 Report ongoing contamination issues according to workplace requirements 2.4 Dispose of trimmings according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2054C Inspect hindquarter and remove contamination.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2047 Inspect hindquarter and remove contamination

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must inspect the hindquarter of the carcase and remove contamination.

The candidate must:

- trim a hindquarter to remove contamination according to work instructions, hygiene and sanitation, and workplace health and safety requirements
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- hygiene and sanitation requirements related to inspecting the hindquarter and removing contamination
- workplace health and safety requirements related to inspecting the hindquarter and removing contamination
- relevant regulatory requirements
- sources of contamination and cross-contamination in trimming
- steps involved in scanning the carcase

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration

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- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

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AMPA2048 Inspect forequarter and remove contamination

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to inspect the forequarter of the carcase and remove contamination.

This unit is applicable to workers in abattoirs, knackeries, boning rooms, further processing plants and game processing establishment.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Inspect the forequarter of the carcase and remove contamination	1.1 Scan carcase according to workplace requirements 1.2 Trim forequarter to remove contamination according to workplace requirements 1.3 Identify types and sources of contamination and cross-contamination in the trimmings 1.4 Identify and fulfil workplace health and safety requirements 1.5 Dispose of trimmings according to workplace requirements 1.6 Report ongoing contamination issues according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2055C Inspect forequarter and remove contamination.

Links

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Assessment Requirements for AMPA2048 Inspect forequarter and remove contamination

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must inspect the forequarter of the carcase and remove contamination.

The candidate must:

- trim forequarter to remove contamination according to work instructions
- comply with hygiene and sanitation requirements
- identify and apply relevant regulatory requirements
- identify and fulfil workplace health and safety requirements when trimming
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- the steps involved in scanning the carcase
- hygiene and sanitation requirements
- sources of contamination and cross-contamination
- types of contamination

Assessment Conditions

Assessment must be demonstrated in meat processing plants, boning rooms, food services or wholesaling operations.

Competency must be demonstrated at normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge

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- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

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AMPA2049 Remove spinal cord

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to remove the spinal cord from carcases after splitting.

This unit is applicable to workers on the slaughter floor responsible for removing spinal cords and dura mater to meet specifications trim.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Remove spinal cord	1.1 Remove spinal cord and dura mater from split carcase in accordance with the work instructions, and, where relevant, in compliance with the Specified Risk Materials (SRM) requirements of customers 1.2 Monitor removal to meet Quality Assurance (QA) specifications 1.3 Operate rise and fall platform according to workplace requirements (where part of trimmer's duties)

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2057B Remove spinal cord.

Links

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Assessment Requirements for AMPA2049 Remove spinal cord

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must remove the spinal cord from carcases after splitting.

The candidate must:

- identify spinal cord and dura mater to be removed
- remove spinal cord cleanly and safely according to workplace requirements
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- QA specifications for spinal cord removal
- reasons for the removal of the spinal cord
- where relevant, SRM and Bovine spongiform encephalopathy (BSE)
- relevant work instructions and workplace health and safety requirements
- relevant regulatory requirements
- customer specifications

Assessment Conditions

Assessment has to be demonstrated in a meat processing plant.

Competency must be demonstrated at the normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

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Assessors must satisfy the current standards for RTOs.

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AMPA2050 Operate jaw breaker

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate a mechanical jaw breaker.

This unit is applicable to workers using a jaw breaker prior to boning a head.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Operate jaw breaking equipment	1.1 Operate jaw breaker according to the work instructions 1.2 Safely operate jaw breaker according to workplace health and safety requirements 1.3 Store heads according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2058B Operate jaw breaker.

Links

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Assessment Requirements for AMPA2050 Operate jaw breaker

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate a mechanical jaw breaker.

The candidate must:

- identify potential workplace health and safety hazards
- operate the equipment to break jaws according to all workplace requirements
- store heads correctly prior to boning
- apply relevant regulatory requirements
- use communication skills appropriate to the task

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- potential sources of contamination and cross-contamination
- methods of minimising contamination and cross-contamination
- workplace health and safety requirements for operating the equipment
- work instructions for operating a jaw breaker
- relevant regulatory requirements
- Personal Protective Equipment (PPE) requirements of this job

Assessment Conditions

Assessment must be conducted in an operating meat processing plant.

Competency must be demonstrated at normal production speeds.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration

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- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

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AMPA2060 Grade carcase

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to grade carcases according to workplace or other specifications.

This unit is applicable to those grading carcases on slaughter floors or in chillers, boning rooms and game processing establishment.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Sort and select carcase	1.1 Sort carcase by customer specifications and workplace requirements 1.2 Identify potential sources of contamination and cross-contamination 1.3 Identify contaminated carcases are and take corrective action
2. Grade carcase	2.1 Identify and explain elements of carcase specifications 2.2 Identify and explain carcase specifications 2.3 Accurately measure carcase for grading according to workplace requirements 2.4 Grade carcase according to workplace requirements, customer specifications and regulatory requirements 2.5 Accurately grade carcase using measuring devices and techniques according to workplace requirements 2.6 Handle carcase according to workplace health and safety requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2061C Grade carcase.

Links

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Assessment Requirements for AMPA2060 Grade carcase

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must grade carcases according to workplace or other specifications.

The candidate must:

- grade carcases in accordance with workplace requirements and customer specifications
- demonstrate accurate recording of carcase grade descriptions
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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
- workplace health and safety requirements in relation to grading carcases

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge

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- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

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AMPA2061 Weigh carcase

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to weigh a carcase.

This unit is applicable to workers weighing carcases in abattoirs, boning rooms, game processing establishments and knackeries.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Check scales	1.1 Check scales regularly according to operational procedures and state/territory regulations to ensure hot weights are accurate 1.2 Check scales to ensure they read zero after taring 1.3 Notify appropriate personnel in accordance with work instructions if scales are inaccurate
2. Test weights	2.1 Combine lean and undamaged mass to determine maximum operational weight for production 2.2 Record scale readings at a minimum of two increments to ensure scales are checked accurately 2.3 Certify test weights in accordance with state regulations and workplace requirements
3. Record check measure	3.1 Accurately record all results of checking measures according to workplace requirements 3.2 Verify results according to workplace requirements
4. Operate carcase scales	4.1 Weigh carcases according to workplace requirements 4.2 Record weights according to workplace requirements 4.3 Tag and label carcases according to workplace and regulatory requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2062C Weigh carcase.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2061 Weigh carcase

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must weigh a carcase.

The candidate must:

- weigh carcases and accurately complete scales records
- demonstrate the correct scale check procedure
- report equipment faults to supervisor
- record and report recorded weights information
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- concept of tare
- regulatory requirements of checking scales and weighing carcases
- 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
- workplace health and safety requirements in relation to weighing process

Assessment Conditions

Assessment must occur in the workplace under normal working conditions.

Competency must be demonstrated under normal production conditions.

As a minimum, thee following three forms of assessment must be used:

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- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2062 Operate semi-automatic tagging machine

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate electronic equipment that generates carcase tags, records carcase grades and generates production reports.

This unit is applicable to slaughter floors, wild game processing plants or load out areas where carcases are graded, weighed and tagged.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Select carcase grade	1.1 Weigh and label carcase according to workplace requirements
2. Operate tag generating equipment	2.1 Enter codes for specific carcase category into the system 2.2 Generate tags according to workplace requirements 2.3 Monitor and replenish consumables as required 2.4 Monitor, clean and maintain equipment according to workplace requirements and manufacturer's specifications 2.5 Generate reports, where part of work instructions
3. Tag carcase	3.1 Tag carcase according to workplace requirements 3.2 Identify and deal with potential sources of contamination to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2063C Operate semi-automatic tagging machine.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2062 Operate semi-automatic tagging machine

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate electronic equipment that generates carcase tags, records carcase grades and generates production reports.

The candidate must:

- 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
- apply relevant workplace health and safety requirements for tagging carcases
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- regulatory requirements for tagging carcases
- purpose of tagging information
- relevant workplace health and safety requirements for tagging carcases
- types of tags used and information recorded

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at normal chain speed.

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As a minimum, the following three forms of assessment must be used;

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2063 Measure fat

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to measure fat for the purposes of carcase grading.

This unit is applicable to workers in a registered meat processing premises such as an abattoir, boning room or game meat processing establishment.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Conduct pre-operation check	1.1 Check fat measuring equipment according to workplace requirements to ensure it is in good working order 1.2 Calibrate equipment before the start of production, after each break, and whenever a blade is changed to ensure measurements are accurate 1.3 Check instruments regularly for wear at the start of each shift
2. Identify lots requiring fat measurement	2.1 Locate lots requiring measurement according to workplace requirements to determine the value, market destination and yield of meat 2.2 Assess possible damage to the measurement site and take appropriate action to ensure accuracy of measurement according to workplace requirements
3. Measure the fat	3.1 Take fat measurements according to workplace and species requirements 3.2 Cancel and promptly rectify incorrect measurements to prevent the transmission of incorrect measurements to the recording system
4. Record the fat measurement	4.1 Compare fat measurement with visual assessment of fat depth 4.2 Rerecord fat measurement according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2064C Measure fat.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2063 Measure fat

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must measure fat for the purposes of carcase grading.

The candidate must:

- measure fat according to workplace requirements
- check and maintain equipment in accordance with work instructions
- observe relevant workplace health and safety requirements
- report equipment faults to supervisor
- read, record and report measurement information
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- purpose of fat measurements and regulatory requirements
- relevant workplace health and safety 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

Assessment Conditions

Assessment must be conducted in a registered operating meat processing plant.

Competency must be demonstrated while complying with a set standard for fat measurement such as AUS-MEAT.

As a minimum, the following three forms of assessment must be used:

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- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2064 Label and stamp carcase

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to label and stamp carcases in accordance with regulatory and workplace requirements.

This unit is applicable to workers in a registered meat processing premises such as an abattoir or game meat processing establishment.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Label carcase to specification	1.1 Identify correct labels 1.2 Attach labels to carcase according to workplace and regulatory requirements 1.3 Monitor and replenish stocks of labels according to workplace requirements
2. Stamp or brand carcase to specification	2.1 Stamp carcases with appropriate (approved) Department of Agriculture or state meat authority stamps 2.2 Stamp carcases with establishment code or identification stamp 2.3 Brand carcases with workplace and/or AUS-MEAT grade brands in accordance with workplace requirements 2.4 Check stamps and brands for legibility

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2065C Label and stamp carcase.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2064 Label and stamp carcase

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must label and stamp carcases in accordance with regulatory and workplace requirements.

The candidate must:

- 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 workplace health and safety requirements
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- comply with security arrangements for stamps when not in use

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- security arrangements for stamps when not in use
- consequences of incorrect labelling, stamping or branding
- correct methods of attaching labels
- correct methods of stamping and branding
- relevant workplace health and safety requirements
- types of labels, stamps and brands, and when they are to be used

Assessment Conditions

Assessment must be conducted in an operating meat processing plant.

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Competency must be demonstrated at the normal rate of production.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2065 Wash carcase

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to wash a carcase or operate and monitor a wash cabinet to remove blood, bone dust or any other extraneous matter from a carcase.

This unit is applicable to workers in a registered meat processing premises such as an abattoir or game meat processing establishment.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Wash carcase	1.1 Wash carcase to remove blood, bone dust or any other extraneous matter from a carcase 1.2 Wash carcase to workplace requirements 1.3 Wash carcase to workplace health and safety requirements 1.4 Identify types and sources of potential contamination and cross-contamination

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2066C Wash carcase.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2065 Wash carcase

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must decontaminate a carcase by washing, operating and monitoring a wash cabinet or any post trim contamination process.

The candidate must:

- wash the carcase to workplace requirements
- wash the carcase without causing contamination to the carcase

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- purpose of washing the carcase
- regulatory requirements applicable to washing carcases
- 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

Assessment Conditions

Assessment must be conducted in a registered meat processing plant.

Competency must be demonstrated at the normal rate of production.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2067 Remove tenderloin

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to remove tenderloins from small stock.

This unit is applicable to workers removing fillets from small stock. This is usually done prior to the boning of small stock carcases.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Remove tenderloins	1.1 Remove tenderloins according to the work instructions 1.2 Remove tenderloins in accordance with workplace health and safety requirements 1.3 Inspect tenderloins for defects and contamination 1.4 Trim tenderloins or downgrade to 'inedible' where required 1.5 Store tenderloins in tubs correctly, where part of the work instructions 1.6 Keep knives sharp

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2068B Remove tenderloin.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2067 Remove tenderloin

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must remove tenderloins from small stock.

The candidate must:

- remove tenderloins according to the work instructions
- remove tenderloins in accordance with workplace health and safety requirements.
- identify defects and contamination
- take corrective actions if contamination occurs
- trim tenderloins or downgrade to 'inedible' where required
- store tenderloins in tubs correctly, where part of the work instructions.
- keep knives sharp
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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

Assessment Conditions

Assessment must be conducted in a registered processing plant.

Competency must be demonstrated at the normal chain speed over a period of time.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2068 Inspect meat for defects

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to routinely inspect meat cuts for defects, contamination and out-of-specification product prior to packing or further processing.

This unit is applicable to workers packing meat and offal in abattoirs, boning rooms, knackeries and wild game processing establishments as well as those unpacking and/or inspecting meat prior to further processing.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

\This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Inspect meat cuts for defects	1.1 Identify types of contamination to be detected including bone chips, fibre, grease, excreta, ingesta and bruising 1.2 Consistently detect and trim meat cuts with contamination defects or return them to the slicer for trimming 1.3 Promptly report consistent contamination problems to the supervisor
2. Identify meat that is outside specifications	2.1 Identify and trim out-of-specification meat or return to trimmer for re-working

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2071C Inspect meat for defects.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2068 Inspect meat for defects

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must routinely inspect meat cuts for defects, contamination and out-of-specification product prior to packing or further processing.

The candidate must:

- 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 dropped meat policy
- identify trim out-of-specification meat
- 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
- apply relevant regulatory requirements
- observe relevant workplace health and safety requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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 workplace health and safety requirements

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Assessment Conditions

Assessment must occur in a registered processing plant or establishment.

Competency must be demonstrated at normal speed of production.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2069 Assemble and prepare cartons

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to prepare cartons and liners in response to production requirements.

This unit is applicable to workers in boning rooms, offal rooms, smallgoods factories, pet food premises, food services operations and wholesale butchery premises.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Assemble cartons	1.1 Assemble cartons in accordance with work instructions and production needs 1.2 Insert carton liners according to customer and workplace requirements 1.3 Assemble cartons or insert liners in accordance with workplace health and safety requirements 1.4 Follow manual handling guidelines
2. Maintain production flow of cartons	2.1 Monitor and maintain stocks of consumables according to work instructions 2.2 Keep work area clean and free of waste to ensure a hygienic and safe work environment 2.3 Forward assembled cartons to boning room promptly in line with production requirements 2.4 Maintain stocks of consumables and when necessary re-order in accordance with work instructions

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2072C Assemble and prepare cartons.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2069 Assemble and prepare cartons

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must prepare cartons and liners in response to production requirements.

The candidate must:

- assemble cartons and place liners in accordance with work instructions and specifications
- maintain the flow of assembled cartons
- demonstrate the safe usage of any mechanical aids
- follow relevant importing country requirements
- 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
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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
- relevant importing country requirements
- relevant workplace health and safety requirements for assembling and preparing cartons
- range and uses of packaging
- safe usage of any mechanical aids

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Assessment Conditions

Assessment must occur in a registered processing plant or establishment.

Competency must be demonstrated at the normal speed of production.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2070 Identify cuts and specifications

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to accurately identify and select the meat cuts sliced and packed or retailed at a particular workplace.

This unit is applicable to workers in a registered meat processing premises such as a boning room, food service operations, game meat processing establishment, wholesale and retail butchery.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify meat cut specifications	1.1 Identify and explain elements of meat cut specification 1.2 Describe products to specification according to workplace procedures and customer requirements
2. Select products	2.1 Correctly sort products and select by specification according to workplace requirements 2.2 Accurately measure products to specification according to workplace procedures 2.3 Identify out-of-specification product and take corrective action according to work instructions

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2074C Identify cuts and specifications.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2070 Identify cuts and specifications

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must accurately identify and select the meat cuts sliced and packed or retailed at a particular workplace.

The candidate must:

- 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 workplace health and safety requirements
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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 sold to a customer
- relevant workplace health and safety requirements
- relevant regulatory requirements
- cut and trim specifications employed in the workplace

Assessment Conditions

Competency must be demonstrated for the full range of meat cuts at a premises.

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Assessment documentation must be endorsed for species and cuts.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2071 Pack meat products

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to pack meat products in accordance with regulatory, workplace and customer requirements.

This unit is applicable to workers in a registered meat processing premises such as an abattoir (slaughter floor, offal room, tripe room, boning room), food service operations, wholesale butchery, game meat processing establishment or pet food premises.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Check packing area	1.1 Check packing area for hygiene and operational requirements prior to commencing work, in accordance with work instructions.
2. Pack meat product	2.1 Select product to be packed and check for defects according to customer and workplace requirements 2.2 Take corrective action according to workplace requirements if product is out-of-specification 2.3 Handle out-of-specification product according to workplace requirements 2.4 Select correct packaging materials according to workplace and customer requirements 2.5 Check packaging for defects in accordance with work instructions 2.6 Pack and arrange product according to workplace and customer requirements 2.7 Weigh product according to workplace and regulatory requirements, if this forms part of work instructions 2.8 Identify food safety hazards associated with packing and minimise them by implementing preventative measures 2.9 Identify and comply with workplace health and safety requirements for packing, including safe manual handling 2.10 Label packed product according to workplace requirements, if this forms part of work instructions

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2075C Pack meat products.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2071 Pack meat products

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must pack meat products in accordance with regulatory, workplace and customer requirements.

The candidate must:

- demonstrate the inspection and selection of meat products prior to packaging
- select and blend meat cuts and trimmings to meet customer specifications (where appropriate)
- pack and arrange product to workplace, customer and regulatory requirements
- accurately weigh a variety of products
- inspect packaging for defects and take appropriate action
- comply with workplace health and safety requirements for packing including safe handling
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- how a variety of products may need to be arranged for packing
- relevant labelling requirements
- 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

Assessment Conditions

Assessment must be conducted in an operating meat processing plant.

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Competency must be demonstrated at a rate of packing that meets workplace requirements over a period of time.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2072 Operate carton sealing machine

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate carton sealing machines such as carton gluing machines and heat shrink wrap machines.

This unit is applicable to workers in a registered meat processing premises such as an abattoir (offal room, tripe room, boning room), food service operations, smallgoods factory, wholesale butchery, game meat processing establishment or pet food premises.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Operate sealing machine	1.1 Operate sealing machine in accordance with workplace requirements and manufacturer's specifications 1.2 Report defects promptly in accordance with workplace requirements
2. Maintain sealing machine	2.1 Maintain sealing machine in accordance with manufacturer's specifications and workplace requirements 2.2 Monitor consumables at designated intervals in accordance with workplace requirements 2.3 Refill consumables in accordance with workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2081C Operate carton sealing machine.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2072 Operate carton sealing machine

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate carton sealing machines such as carton gluing machines and heat shrink wrap machines.

The candidate must:

- operate the carton sealing machine in accordance with manufacturer's specifications and workplace requirements
- operate the carton sealing machine in accordance with workplace health and safety requirements
- re-load the carton sealing machine with consumables
- report equipment faults to supervisor
- apply relevant regulatory requirements
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- workplace health and safety requirements related to sealing cartons
- operation of the carton sealing machine
- work instructions related to sealing cartons
- relevant regulatory requirements

Assessment Conditions

Assessment must occur in a meat processing or wholesaling operation.

Competency must be demonstrated at normal production speed.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2073 Operate carton scales

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes 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.

This unit is applicable to workers in a registered meat processing premises such as an abattoir (offal room, tripe room, boning room), food service operations, smallgoods factory, wholesale butchery, game meat processing establishment or pet food premises.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Check scales	1.1 Check all scales regularly according to operational procedures and regulatory requirements to ensure weights are accurate 1.2 Check scales to ensure they read zero after taring 1.3 Notify appropriate personnel if scales are not accurate
2. Test weights	2.1 Combine clean and undamaged mass to determine maximum operational weight for production 2.2 Record scale readings at a minimum of two increments to ensure scales are checked accurately 2.3 Certify test weights in accordance with regulatory and workplace requirements
3. Record check measure	3.1 Accurately record all results of check measures according to workplace requirements 3.2 Verify results according to workplace requirements
4. Weigh carton	4.1 Weigh carton and read weight 4.2 Check net weight of carton to ensure compliance with workplace requirements and customer specifications 4.3 Record weight of carton where this forms part of work instruction

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2082C Operate carton scales.

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Assessment Requirements for AMPA2073 Operate carton scales

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must weigh carton meat, record carton details and check the meat cuts against the product description on the carton in accordance with workplace requirements.

The candidate must:

- weigh cartons accurately
- check carton contents against product description
- accurately complete scales records
- use correct scale check procedure
- identify specific scales problems and specify the action required to maintain weighing standards
- report equipment faults to supervisor
- apply relevant workplace health and safety requirements
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- consequences of incorrect operation of scales
- enterprise and regulatory requirements for operating and testing scales
- relevant workplace health and safety requirements

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at normal chain speed.

As a minimum, the following three forms of assessment must be used:

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- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2074 Operate strapping machine

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate a carton strapping machine.

This unit is applicable to any workplace where meat products or pet meat product are packed in cartons and the cartons are strapped either manually or automatically.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Strap carton	1.1 Move carton to strapper and strap securely 1.2 Strap cartons to workplace standards 1.3 Operate carton strapping machine in accordance with workplace requirements 1.4 Operate carton strapping machine in accordance with workplace health and safety requirements
2. Maintain strapping machine	2.1 Perform start-up checks and procedures in accordance with workplace requirements (where relevant) 2.2 Re-load strapping machine in accordance with manufacturer and workplace requirements, where required 2.3 Report defective machine operation promptly in accordance with workplace requirements 2.4 Maintain strapping machine in accordance with workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2083C Operate strapping machine.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2074 Operate strapping machine

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate a carton strapping machine.

The candidate must:

- 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
- recognise and correct strapping faults including obscured labels
- apply relevant regulatory requirements
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- workplace health and safety 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

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at normal chain speed.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2075 Operate carton forming machine

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate a carton forming machine.

This unit is applicable to workers in a registered meat processing premises such as an abattoir (offal room, tripe room, boning room), food service operations, smallgoods factory, wholesale butchery, game meat processing establishment or pet food premises.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Start-up and maintain carton forming machine	1.1 Identify and complete start-up procedures according to work instructions and manufacturer's specifications 1.2 Complete daily maintenance routines as specified in work instructions and manufacturer's specifications
2. Operate carton forming machine	2.1 Operate carton forming machine in accordance with workplace requirements 2.2 Form cartons to workplace standards 2.3 Monitor carton blanks to ensure compliance with Quality Assurance (QA) requirements 2.4 Operate carton forming machine in accordance with workplace health and safety requirements 2.5 Monitor cartons to ensure compliance with specifications 2.6 Maintain flow of assembled cartons to meet daily production requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2084C Operate carton forming machine.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2075 Operate carton forming machine

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate a carton forming machine.

The candidate must:

- 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 workplace health and safety requirements related to operating carton forming equipment
- maintain the flow of cartons
- 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
- apply relevant regulatory requirements
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- QA requirements for operating a carton forming machine
- the importance of maintaining flow of cartons
- relevant regulatory requirements

Assessment Conditions

Assessment must be conducted in a meat processing plant.

Carton forming machinery has to be operated to meet normal production requirements.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2076 Operate automatic CL determination machine

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to set up and monitor the operation of an automatic chemical lean (CL) percentage determination machine for carton meat.

This unit is applicable to boning room operations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Operate and monitor CL determination machine	1.1 Operate and monitor CL determination machine in accordance with workplace requirements 1.2 Monitor and report out-of-specification performance of machine in accordance with workplace requirements
2. Maintain CL determination machine	2.1 Perform routine maintenance of CL determination machine in accordance with manufacturer specifications and workplace requirements 2.2 Report major maintenance problems promptly in accordance with workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2085C Operate automatic CL determination machine.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2076 Operate automatic CL determination machine

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must set up and monitor the operation of an automatic chemical lean (CL) percentage determination machine for carton meat.

The candidate must:

- 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 workplace health and safety requirements
- apply relevant regulatory requirements
- use relevant communication skills relevant to work instructions
- perform routine maintenance of CL determination machine in accordance with manufacturer specifications and workplace requirements
- report major maintenance problems promptly in accordance with workplace requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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 workplace health and safety requirements
- relevant regulatory requirements

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at normal chain speed.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2077 Operate bag forming equipment

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the knowledge and skills required to form bags as part of a vacuum packaging process.

This unit is applicable to workers required to form bags of different sizes in a boning room. These bags are then used in vacuum packaging lines.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Form bags	1.1 Undertake start-up procedures according to workplace requirements 1.2 Check consumables to ensure minimum requirements for production are available 1.3 Identify packaging specifications for the run 1.4 Form bags according to work instructions 1.5 Form bags safely in accordance with workplace health and safety requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2086B Operate bag forming equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2077 Operate bag forming equipment

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must form bags as part of a vacuum packaging process.

The candidate must:

- conduct start-up procedures to workplace requirements
- form bags according to workplace requirements
- operate machinery safely to workplace health and safety requirements
- maintain supply of consumables
- report equipment faults according to workplace requirements
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- start-up and operating procedures for bag forming machinery
- relevant regulatory requirements
- hygiene requirements for forming bags
- workplace health and safety hazards associated with machinery operation
- different packaging specifications

Assessment Conditions

Assessment must be conducted in a meat processing plant.

Bag forming machinery must be operated to meet normal production requirements.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge

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- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2078 Inspect meat for defects in a packing room

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 3.0.

Application

This unit describes the skills and knowledge required to routinely inspect meat cuts for defects, contamination and out-of-specification product prior to packing.

This unit is applicable to workers packing meat and offal in abattoirs, boning rooms, knackeries and wild game processing establishments. This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

All work must be carried out to comply with workplace and hygiene requirements and Australian meat processing standards and regulations.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Inspect meat cuts for defects	1.1 Identify types of contamination to be detected including bone chips, fibre, grease, excreta, ingesta and bruising 1.2 Consistently detect meat cuts with contamination defects or return them to the slicer for trimming 1.3 Promptly report consistent contamination problems to the supervisor
2. Identify meat that is	2.1 Identify out-of-specification meat or return to trimmer for

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
outside specifications	re-working 2.2 Dispose of contaminated trimmings according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extract and comprehend information from workplace texts
Navigate the world of work	• Apply workplace procedures relevant to own role
Interact with others	• Report operational and safety information using required communication method
Get the work done	• Address routine problems according to workplace guidelines

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPA2078 Inspect meat for defects in a packing room	Not applicable	New unit	No equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2078 Inspect meat for defects in a packing room

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. The individual must routinely inspect meat cuts for defects, contamination and out-of-specification product prior to packing or further processing. The individual must demonstrate that he/she has:

- inspected cuts for defects to workplace health and safety requirements
- followed the dropped meat workplace policy
- identified out-of-specification meat
- detected contamination including ingesta, excreta, rail dust, grease, bruising, bone chips and fibres
- dealt with contaminated meat cuts promptly to ensure segregation from meat to be packaged or further processed
- communicated with trimmers and/or supervisors regarding defect problems
- disposed of contaminated trimmings into inedible product tubs
- applied regulatory requirements relevant to the identification, handling and disposal of contaminated product.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes basic factual, technical and procedural 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
- regulatory requirements relevant to the identification, handling and disposal of contaminated product
- work health and safety requirements relevant to inspection of meat in a packing room.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a packing room in a registered processing plant or establishment operating at production speed
- resources, equipment and materials:
  - equipment and materials associated with inspecting meat for defects
- specifications:
  - access to workplace procedures and specifications for the inspection of meat for defects
  - access to current regulations relevant to identification, handling and disposal of contaminated product
- relationships
  - actual personnel to be involved in receiving product for trimming.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2080 Assess dentition

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to assess dentition and record the results.

This unit is applicable to meat workers on a slaughter floor.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Expose all incisor teeth	1.1 Expose incisor teeth 1.2 Differentiate permanent incisors from milk teeth 1.3 Count the number of permanent incisors correctly 1.4 Assess dentition to workplace, regulatory and workplace health and safety requirements 1.5 Follow sterilisation techniques prior to, and during, the assessment of dentition
2. Record the dentition	2.1 Identify the number of permanent incisor teeth and accurately record or mark carcase in accordance with workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2091C Assess dentition.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2080 Assess dentition

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must assess dentition and record the results.

The candidate must:

- 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 relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- dentition as a measure of animal age
- anatomical aspects of dentition
- importance and value of accurate dentition assessment
- workplace requirements for recording dentition

Assessment Conditions

Assessment must occur in an operating abattoir under normal processing conditions.

Dentition assessment must be performed at a pace that is the same as the pace of production.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

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AMPA2081 Drop tongue

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to remove the tongue from the head of an animal in accordance with specifications.

This unit is applicable to workers in an abattoir, knackery or wild game processing establishment.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Remove tongue	1.1 Release tongue from the jawbone 1.2 Remove tongue in accordance with workplace requirements and customer specifications 1.3 Inspect tongue for defects and appropriate action taken 1.4 Place tongue in chute or stored for further processing

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2092C Drop tongue.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2081 Drop tongue

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must remove the tongue from the head of an animal in accordance with specifications.

The candidate must:

- 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 workplace health and safety requirements to remove tongue
- apply relevant workplace health and safety and regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- relevant anatomy of tongue
- work instructions for dropping tongue
- customer specifications and workplace requirements for tongue
- relevant workplace health and safety and regulatory requirements
- possible sources of contamination and measures used to avoid it

Assessment Conditions

Assessment must be conducted on a slaughter floor.

Competency must be demonstrated at the normal rate of production.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration

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- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2082 Wash head

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to wash a head by flushing and hosing after removal from the carcase.

This unit is applicable to workers on slaughter floors and in wild game processing establishments.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Identify contamination	1.1 Identify sources and causes of head meat contamination 1.2 Remove contamination and/or report to workplace requirements
2. Wash head	2.1 Flush head and all head cavities to workplace health and safety requirements 2.2 Sterilise equipment to workplace requirements 2.3 Place head on the rail or hook in the same sequence as the carcase on the chain, ensuring that heads do not touch

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2093C Wash head.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2082 Wash head

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must wash a head by flushing and hosing after removal from the carcase.

The candidate must:

- work cleanly to avoid the risks of contamination of head meat
- identify types of visible contamination on heads
- flush head and all head cavities to workplace health and safety requirements
- sterilise equipment to workplace requirements
- place head on the rail or hook in the same sequence as the carcase on the chain, ensuring that heads do not touch
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- hygiene and sanitation requirements related to washing head
- workplace health and safety requirements related to washing head
- purpose of washing head
- workplace requirements related to head washing
- relevant regulatory requirements

Assessment Conditions

Assessment must be conducted in an operating meat processing plant.

Competency must be demonstrated under normal production conditions.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge

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- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2083 Bone head

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to remove recoverable meat from a head (including but not limited to cheek meat).

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.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify steps in head dressing	1.1 Identify and explain steps in head dressing to workplace requirements and customer specifications 1.2 Identify sources of potential contamination 1.3 Identify types of head meat for recovery according to workplace requirements 1.4 Identify and explain specific hygiene and sanitation requirements for work instructions
2. Bone head	2.1 Clean and sterilise equipment to workplace requirements 2.2 Identify and follow workplace health and safety requirements 2.3 Bone head according to workplace requirements 2.4 Bone head to maximise yield

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2094C Bone head.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2083 Bone head

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must remove recoverable meat from a head (including but not limited to cheek meat).

The candidate must:

- identify types of head meat for recovery according to workplace requirements
- follow steps in head dressing to workplace requirements and customer specifications
- follow specific hygiene and sanitation requirements
- clean and sterilise equipment to workplace requirements
- follow workplace health and safety requirements
- bone head according to workplace requirements
- bone head to maximise yield
- identify sources of potential contamination
- work cleanly to avoid the risks of contamination of the head meat
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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

Assessment Conditions

Assessment of skills must occur in an operating meat processing plant.

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Competency must be demonstrated under normal production conditions and at normal speed of production over a period of time.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2084 Remove cheek meat

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to remove the cheek meat from a head cleanly and safely.

This unit is applicable to workers removing cheek meat either on a slaughter floor or in a head room.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element
1. Remove cheek meat	1.1 Remove cheek meat in accordance with workplace requirements 1.2 Identify and meet workplace health and safety requirements 1.3 Forward edible cheek meat for further processing in accordance with workplace requirements 1.4 Place trimmings or defects in inedible bins or chutes in accordance with workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2095C Remove cheek meat.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2084 Remove cheek meat

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must remove the cheek meat from a head cleanly and safely.

The candidate must:

- identify heads that have been passed for human consumption, condemned or downgraded to pet food
- identify defects and contamination and take action according to workplace requirements
- remove cheek meat in accordance with workplace requirements
- forward edible cheek meat for further processing in accordance with workplace requirements
- place trimmings or defects in inedible bins or chutes in accordance with workplace requirements
- follow workplace health and safety requirements
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- potential sources of contamination of cheek meat
- workplace health and safety, and hygiene and sanitation requirements related to removal of cheek meat
- recoverable meat from head
- relevant regulatory requirements
- defects and contamination

Assessment Conditions

Assessment must be conducted in an operational slaughtering establishment.

Competency must be demonstrated at the normal speed of the chain.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration of competency for the assessor
- workplace referee or third party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2085 Bar head and remove cheek meat

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to bar heads and remove cheek meat.

This unit is applicable to workers recovering cheek meat on slaughter floors or in a head room.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Bar heads	1.1 Identify steps involved in barring heads and removing cheek meat 1.2 Bar head according to workplace requirements 1.3 Identify and meet workplace health and safety requirements 1.4 Identify sources of contamination and cross-contamination
2. Remove cheek meat	2.1 Remove cheek meat according to workplace requirements. 2.2 Remove cheek meat in accordance with workplace health and safety requirements 2.3 Identify types and sources of contamination and cross-contamination 2.4 Forward edible cheek meat for further processing in accordance with workplace requirements 2.5 Place trimmings or defects in inedible bins or chutes in accordance with workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2096C Bar head and remove cheek meat.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2085 Bar head and remove cheek meat

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must bar heads and remove cheek meat.

The candidate must:

- bar head according to workplace, health and safety, and hygiene and sanitation requirements
- identify heads that have been passed for human consumption, condemned or downgraded to pet food
- identify defects and contamination and take action according to workplace requirements
- remove cheek meat in accordance with workplace requirements
- forward edible cheek meat for further processing in accordance with workplace requirements
- place trimmings or defects in inedible bins or chutes in accordance with workplace requirements
- follow workplace health and safety requirements
- apply relevant regulatory requirements
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- hygiene and workplace health and safety requirements
- sources of contamination and cross-contamination
- steps involved in barring heads and removing cheek meat
- uses of cheek meats

Assessment Conditions

Assessment must be conducted in an operating slaughtering establishment.

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Competency must be demonstrated at a rate that is the same as the speed of production.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2086 Process thick skirts

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to process thick skirts.

This unit is applicable to workers processing thick skirts on the slaughter floor or in an offal room.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Process thick skirts	1.1 Identify steps involved in processing thick skirts 1.2 Identify defects in thick skirts including disease and incorrect cutting lines 1.3 Process thick skirts to workplace health and safety, hygiene and sanitation requirements 1.4 Trim thick skirts according to workplace requirements. 1.5 Place trim in appropriate bin or chute 1.6 Identify and report sources of contamination and cross-contamination, or rectify according to workplace documents

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2102C Process thick skirts.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2086 Process thick skirts

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must process thick skirts.

The candidate must:

- explain the steps involved in processing thick skirts
- identify and report defects in cutting lines in accordance with workplace requirements
- process thick skirts to workplace requirements
- trim thick skirts according to workplace requirements
- place trim in appropriate bin or chute in accordance with workplace requirements
- apply relevant regulatory requirements
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- steps involved in processing thick skirts
- possible defects in thick skirts
- hygiene and sanitation requirements for processing thick skirts
- workplace health and safety requirements for processing thick skirts
- relevant regulatory requirements
- sources of contamination and cross-contamination

Assessment Conditions

Assessment must be conducted in a meat processing plant.

Competency must be demonstrated at the normal pace of processing over a period of time.

As a minimum, the following three forms of assessment must be used:

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- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

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AMPA2087 Process thin skirts

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to recover thin skirts as part of an offal room operation.

This unit is applicable to workers processing thin skirts in an abattoir.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Process thin skirts	1.1 Identify steps involved in processing thin skirts 1.2 Identify defects in thin skirts including disease and incorrect cutting lines 1.3 Skin and trim thin skirts according to workplace requirements 1.4 Skin and trim thin skirts according to workplace health and safety requirements 1.5 Place trim in appropriate bin or chute 1.6 Identify and report sources of contamination and cross-contamination, or rectify according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2115C Process thin skirts.

Links

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Assessment Requirements for AMPA2087 Process thin skirts

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must recover thin skirts as part of an offal room operation.

The candidate must:

- identify and explain the steps in processing thin skirts
- skin and trim skirts to workplace requirements and at production speed
- place trim in appropriate bin or chute according to workplace requirements
- identify and report defects in cutting lines according to workplace requirements
- apply relevant regulatory requirements
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- hygiene and sanitation requirements
- workplace health and safety requirements
- relevant regulatory requirements
- steps involved in processing thin skirts

Assessment Conditions

Assessment must be conducted in a registered operating meat processing plant.

Competency must be demonstrated at the normal rate of production.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

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Assessors must satisfy the current standards for RTOs.

Links

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AMPA2088 Process offal

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to process offal in an abattoir situation.

This unit is applicable to workers processing offal in an abattoir.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Process offal	1.1 Identify and describe steps involved in processing four types of offal 1.2 Inspect offal and identify defects, including disease and contamination 1.3 Trim offal connective tissue and other material according to workplace and health and safety requirements 1.4 Place trim in the appropriate bin or chute according to workplace requirements 1.5 Identify types and sources of contamination

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2116B Process offal.

Links

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Assessment Requirements for AMPA2088 Process offal

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

Competency must be demonstrated in processing a minimum of four (4) types of offal.

The candidate must:

- identify contamination and defects and take corrective action
- identify defects in offal including disease (including Ovine Johne's Disease (OJD)), parasite damage and contamination
- apply relevant regulatory requirements
- wash offal (where required) according to workplace requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- hygiene and sanitation requirements related to processing offal
- workplace health and safety requirements related to processing offal
- relevant regulatory requirements
- sources of contamination and cross-contamination

Assessment Conditions

Assessment must be conducted in a registered operating meat processing plant.

Competency must be demonstrated at the normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

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Assessors must satisfy the current standards for RTOs.

Links

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AMPA2089 Process runners

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to process runners as part of a runner room operation.

This unit is applicable to workers processing runners in an abattoir.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Overview runner processing	1.1 Identify steps in processing the runners 1.2 Identify uses of runners 1.3 Identify and explain runner specifications, defects and grading 1.4 Identify and comply with hygiene and sanitation requirements for the runner room 1.5 Identify and comply with workplace health and safety requirements for the runner room
2. Hang digestive tract on carousel	2.1 Take digestive tract from holding bins and hang on carousel, where part of work instructions
3. Strip runners from digestive tract	3.1 Strip and place runners in ringers according to workplace requirements 3.2 Remove waste material on carousel and place in inedible bin or chute
4. Wash, grade and pack runners	4.1 Wash runners and strip excess water 4.2 Count runners into bins 4.3 Inspect runners for defects and grade 4.4 Add brine mix or salt to bins and seal bins in accordance with workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

Equivalent to MTMP2117B Process runners.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2089 Process runners

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must process runners as part of a runner room operation.

The candidate must:

- process runners to workplace requirements
- 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
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- hygiene and sanitation requirements
- runner specifications and grading
- sources of contamination and cross-contamination
- relevant regulatory requirements

Assessment Conditions

Assessment must be conducted in a registered operating meat processing plant.

Competency must be demonstrated at the normal rate of production.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration

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- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2100 Overview offal processing

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes 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 workplace health and safety requirements for offal processing areas.

This unit is applicable to workers employed in meat processing plants where offal is recovered, washed, trimmed and packed.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element
1. Identify the steps in offal processing in the plant	1.1 Identify types of offal processed, their uses and markets 1.2 Identify steps in processing, packing and storage of offal 1.3 Identify types of packaging 1.4 Identify chutes and bins used in the offal room 1.5 Identify storage locations and requirements
2. Identify production requirements	2.1 Identify and explain production requirements for offal 2.2 Identify regulatory requirements and customer specifications for offal 2.3 Identify and explain specific hygiene and sanitation requirements for offal processing areas 2.4 Identify and explain specific workplace health and safety requirements for offal processing areas 2.5 Identify types and sources of offal contamination

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

Equivalent to MTMP2118B Overview offal processing.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2100 Overview offal processing

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must explain processing of offal in abattoirs, the uses of offal and the hygiene, Quality Assurance (QA) and workplace health and safety requirements for offal processing areas.

The candidate must:

- identify types of offal processed at the plant
- identify and explain all the steps in offal processing in the plant
- identify and explain all the plant offal processing production requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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

Assessment Conditions

Assessment must be conducted in an abattoir.

Competency must be demonstrated at the normal chain speed over a period of time.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

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Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2101 Prepare and trim honeycomb

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to trim honeycomb and prepare it for further processing.

This unit is applicable to tripe room operations where honeycomb is recovered.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Trim honeycomb	1.1 Identify and trim defects in honeycomb 1.2 Trim honeycomb according to workplace requirements 1.3 Trim honeycomb according to workplace health and safety requirements 1.4 Put trim in appropriate bin or chute according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2121C Prepare and trim honeycomb

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2101 Prepare and trim honeycomb

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must trim honeycomb and prepare it for further processing.

The candidate must:

- trim honeycomb and remove defects to specifications, workplace, workplace health and safety, and hygiene and sanitation requirements
- identify sources of contamination
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- steps in tripe processing
- impact of inadequately trimmed product being packed
- relevant regulatory requirements
- sources of contamination
- honeycomb and trim specifications

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

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Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2102 Recover mountain chain

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 4.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to trim the rumen to recover the mountain chain for further processing.

This unit is applicable to workers in the tripe or paunch room of an abattoir.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Abattoirs

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Recover mountain chain	1.1 Trim rumen to recover the mountain chain according to workplace and workplace health and safety requirements
2. Trim mountain chain	2.1 Identify and trim defects in mountain chain to workplace requirements 2.2 Trim mountain chain in accordance with workplace requirements and customer specifications 2.3 Place trim in appropriate bin or chute in accordance with workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.	

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPA2102 Recover mountain chain Release 2	AMPA2102 Recover mountain chain Release 1	Incorrect code for prerequisite unit corrected	Equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2102 Recover mountain chain

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 4.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Performance Evidence

The individual must trim the rumen to recover the mountain chain for further processing.

The individual must:

- trim mountain chain in accordance with specifications, workplace, workplace health and safety, Quality Assurance (QA), and hygiene and sanitation requirements
- recognise and trim defects
- apply relevant regulatory requirements.

Knowledge Evidence

The individual must demonstrate a basic factual, technical and procedural knowledge of:

- specifications for mountain chain
- impact of inadequately trimmed product being packed or processed
- relevant regulatory requirements.

Assessment Conditions

Competency must to be demonstrated at normal chain speed and an acceptable rate of recovery must be achieved.

Assessment must occur in the workplace under normal production conditions.

The following three forms of assessment must be used:

- demonstration in the workplace or simulated environment
- quiz of underpinning knowledge
- workplace referee or third-party report of performance over time.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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AMPA2103 Further process tripe

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required for the further processing of tripe, including scalding and bleaching.

This unit is applicable to workers in a tripe room of an abattoir.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Operate tripe processing equipment	1.1 Follow routine start-up procedures according to workplace requirements 1.2 Complete routine maintenance and cleaning according to work instructions 1.3 Operate processing equipment according to workplace requirements 1.4 Report defects in equipment operation according to workplace requirements 1.5 Follow housekeeping procedures
2. Further process tripe	2.1 Select, inspect and place tripe in equipment according to work instructions 2.2 Process tripe to workplace and health and safety requirements 2.3 Inspect further processed tripe to ensure it meets customer specifications

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2123C Further process tripe

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2103 Further process tripe

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must further process tripe, including scalding and bleaching.

The candidate must:

- further process tripe to workplace, health and safety, hygiene and sanitation, and Quality Assurance (QA) requirements
- identify defects in tripe
- operate the equipment to workplace, health and safety, 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

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- 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

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at normal chain speed.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2104 Trim processed tripe

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to inspect and trim processed tripe to customer specifications and workplace requirements.

This unit is applicable to workers employed in tripe room operations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Inspect tripe	1.1 Inspect tripe to ensure it complies with customer specifications 1.2 Identify and manage defects according to workplace requirements
2. Trim processed tripe	2.1 Trim tripe to workplace and health and safety requirements 2.2 Trim tripe to customer specifications 2.3 Place trimmed waste in inedible bin or chute according to workplace requirements
3. Store tripe	3.1 Store processed and trimmed tripe according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2124C Trim processed tripe

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2104 Trim processed tripe

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must inspect and trim processed tripe to customer specifications and workplace requirements.

The candidate must:

- inspect tripe and trim defects according to workplace, health and safety, hygiene and sanitation requirements
- identify defects in tripe
- dispose of waste into correct bins according to workplace requirements
- apply relevant regulatory requirements
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- impact of inadequately trimmed product being packed
- steps in tripe processing
- work instructions for inspecting and trimming processed tripe
- tripe trim specifications
- relevant regulatory requirements

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge

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- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors must satisfy the current standards for RTOs.

Links

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AMPA2105 Process small stock tripe

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to process small stock tripe or paunch.

This unit is applicable to workers in mutton, lamb or goat processing plants where paunches are recovered and processed.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Hang tripe	1.1 Hang tripe according to workplace requirements
2. Cut and empty paunch	2.1 Cut paunch and empty contents in accordance with workplace requirements to prevent cross-contamination 2.2 Process paunch in accordance with workplace health and safety requirements
3. Trim tripe to specifications	3.1 Identify and trim defects in accordance with workplace requirements 3.2 Trim tripe into edible and inedible components in accordance with workplace requirements and customer specifications 3.3 Trim tripe in accordance with workplace health and safety requirements 3.4 Place trimmed waste into inedible bin or chute in accordance with workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2125C Process small stock tripe

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2105 Process small stock tripe

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must process small stock tripe or paunch.

The candidate must:

- empty and clean paunch in accordance with workplace, health and safety, hygiene and sanitation and Quality Assurance (QA) requirements
- deposit waste in correct bins and keep work area neat and tidy
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- steps in tripe processing
- tripe trim specifications
- consequences of inadequately trimmed product being packed
- workplace health and safety requirements for small stock tripe processing
- QA requirements for small stock tripe processing
- workplace and customer tripe specifications
- relevant regulatory requirements

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at normal chain speed over a period of time.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge

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- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

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AMPA2106 Process bibles

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to process bibles as part of a tripe room operation.

This unit is applicable to workers employed in tripe room operations.
All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Process bibles	1.1 Trim bibles according to workplace requirements and specifications 1.2 Identify defects in bibles, including disease and incorrect cutting lines, according to workplace requirements 1.3 Identify and meet workplace health and safety requirements 1.4 Place trim in appropriate bin or chute according to workplace requirements 1.5 Identify types and sources of contamination and cross-contamination

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2126C Process bibles

Links

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Assessment Requirements for AMPA2106 Process bibles

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must process bibles as part of a tripe room operation.

The candidate must:

- trim bibles according to workplace, health and safety, Quality Assurance (QA), and hygiene and sanitation requirements and specifications
- identify defects in cutting lines and report to supervisor according to work instructions
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- hygiene and sanitation requirements associated with processing bibles
- workplace health and safety requirements associated with processing bibles
- relevant regulatory requirements
- steps in processing bibles

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

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AMPA2107 Process maws

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to process pig maws.

This unit is applicable to workers required to process pig stomachs (maws). This may or may not involve scalding maws.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Wash and trim maws	1.1 Inspect and rinse maws according to work instructions 1.2 Trim maws of excess fat according to workplace specifications 1.3 Store maws according to workplace requirements
2. Tumble and drain maws	2.1 Inspect and process maws in a tumbler according to workplace work instructions 2.2 Inspect maws according to workplace health and safety requirements
3. Scald maws	3.1 Scald maws according to work instruction, if required 3.2 Operate scalding unit according to workplace requirements, if required

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2127B Process maws

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2107 Process maws

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must process pig maws.

The candidate must:

- wash, trim and inspect maws according to the work instruction and workplace health and safety requirements
- work efficiently in teams and individually
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- maws specifications
- relevant work instructions
- relevant regulatory requirements

Assessment Conditions

Assessment must occur in an operating tripe processing room Competency must be demonstrated at normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

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Links

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AMPA2108 Loadout meat product

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to load meat products onto trucks and/or containers.

This unit is applicable to workers in a registered meat processing premises such as an abattoir, knackery, boning room, food service operations, smallgoods factory, wholesale butchery, wild game field depot or game meat processing establishment.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify product	1.1 Identify product required for order in accordance with workplace requirements and customer specifications 1.2 Correctly record temperature of product in accordance with workplace requirements 1.3 Check brands or labels against order
2. Consolidate order	2.1 Check product order to ensure it is complete before loading 2.2 Assemble carcases in hanging yard or palletise carton meat in accordance with workplace and health and safety requirements, where required
3. Loadout product	3.1 Handle order in accordance with hygiene and sanitation, and food safety requirements 3.2 Load product into transport vehicle, container or refrigerated storage in accordance with workplace requirements 3.3 Identify and meet workplace health and safety requirements 3.4 Meet security requirements for products in accordance with regulatory requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2132C Loadout meat product

Links

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Assessment Requirements for AMPA2108 Loadout meat product

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must load meat products onto trucks and/or containers.

The candidate must:

- ensure that all points leading to the loadout area are open and relevant points are closed when handling carcases on the rail
- loadout product to workplace, health and safety 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
- 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 carcases during manual handling
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- workplace health and safety, 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)

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Assessment Conditions

Assessment must be conducted in a registered operating meat processing plant or game depot.

Competency must be demonstrated at the normal rate of production.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2109 Store carcase product

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to move carcases safely and hygienically into and out of freezers and chillers using a rail system.

This unit is applicable to workers in large-scale chiller or freezer storage facilities.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Store carcase product	1.1 Use rails according to workplace requirements to transfer carcase product to storage area 1.2 Transport carcase meat product to designated area for storage according to workplace and health and safety requirements 1.3 Identify and store carcase meat product in appropriate area according to workplace requirements 1.4 Store carcase meat product at correct temperature according to workplace and regulatory requirements 1.5 Meet specific workplace health and safety requirements related to working in cold areas and manual handling

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2133C Store carcase product

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2109 Store carcase product

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must move carcases safely and hygienically into and out of freezers and chillers using a rail system.

The candidate must:

- measure and record temperature if part of workplace requirements
- move carcase according to workplace, health and safety, hygiene and sanitation, Quality Assurance (QA) and regulatory requirements
- store carcase product according to workplace, health and safety, hygiene and sanitation, QA and regulatory requirements
- explain workplace requirements related to storing carcase product
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- handling procedures for carcase product
- hygiene and sanitation requirements related to storing carcase product
- methods of product transfer
- workplace health and safety requirements to reduce potential risks
- potential workplace health and safety risks related to storing carcase product, transferring carcases 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

Assessment Conditions

Assessment must be conducted in a large-scale chilling or freezing facility.

Competency must be demonstrated under normal operating conditions.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2110 Store carton product

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to safely and hygienically store and refrigerate carton meat in chillers and freezers.

This unit is applicable to those working in chiller or freezer meat storage facilities at boning rooms, meat processing plants, wholesalers, wild game processing plants, food services operations, cold stores or smallgoods processing enterprises.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Store carton meat product	1.1 Transport, rack or palletise carton meat product in accordance with workplace and health and safety requirements 1.2 Identify carton meat product according to labelling 1.3 Store carton meat product in appropriate area in accordance with workplace requirements 1.4 Store carton meat product at required temperature 1.5 Check temperature (if part of work instructions) 1.6 Meet workplace health and safety requirements related to working in refrigerated areas

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2134C Store carton product

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2110 Store carton product

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must safely and hygienically store and refrigerate carton meat in chillers and freezers.

The candidate must:

- 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, health and safety, hygiene and sanitation, and Quality Assurance (QA) requirements
- store carton product in accordance with workplace, health and safety, hygiene and sanitation, and QA requirements
- identify and apply relevant regulatory requirements
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- workplace health and safety requirements related to manual handling of carton meat products
- workplace health and safety 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 workplace health and safety risks related to storage of carton product and working in a cold environment

Assessment Conditions

Assessment must be conducted in a registered operating meat processing plant.

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Competency must be demonstrated at the normal rate of production.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2111 Locate storage areas and product

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to identify and nominate specific storage locations and the product stored in them.

This unit is applicable to workers in a registered meat processing premises such as a cold storage business, chilling and freezing areas of the abattoirs, food service operations, smallgoods factory, wholesale butchery, game meat processing establishment or pet food premises.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Locate storage area	1.1 Receive and apply information containing stock location to workplace requirements. 1.2 Follow and apply workplace signs, codes and labels to workplace standards and regulatory requirements.
2. Identify product	2.1 Correctly identify product in accordance with workplace documentation, signs, codes, labels and brands. 2.2 Assess information on product location either electronically or manually from company records. 2.3 Check product for quality in accordance with workplace quality standards.
3. Check product	3.1 Check product storage to ensure workplace requirements are met. 3.2 Pick, count, consolidate, replenish or adjust product to meet workplace, customer and regulatory requirements. 3.3 Identify routine problems with product storage area and take corrective action in accordance with workplace requirements.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

Ths unit is equivalent to MTMP2135C Locate storage areas and product

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2111 Locate storage areas and product

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must identify and nominate specific storage locations and the product stored in them. The candidate must:

- 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
- apply relevant workplace health and safety requirements
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- purpose of product segregation
- relevant workplace health and safety requirements
- products stored and their storage requirements

Assessment Conditions

Assessment must occur in the workplace under normal operating conditions.

Competency must be demonstrated under normal utilisation of chiller or freezer facilities.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration

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- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2112 Complete re-pack operation

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes 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.

This unit is applicable to workers in a registered meat processing premises such as a cold storage business, loadout areas of abattoirs, food service operations, smallgoods factory, wholesale butchery, game meat processing establishment or pet food premises.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Re-pack cartons	1.1 Identify carton defects requiring re-packs according to workplace requirements 1.2 Identify and meet workplace health and safety requirements for re-pack, including manual handling 1.3 Re-pack cartons according to workplace requirements
2. Complete re-pack documentation	2.1 Complete re-pack documentation according to workplace and regulatory requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

Equivalent to MTMP2136C Complete re-pack operation

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2112 Complete re-pack operation

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must re-pack carton meat products after the carton is damaged.

The candidate must:

- 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
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- consequences of incorrect re-pack procedure
- documentation requirements for re-pack operations
- re-pack procedures

Assessment Conditions

Assessment must be conducted in a registered operating meat processing plant.

Competency must be demonstrated at the normal rate of production.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge

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- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2113 Bag carcase

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to bag carcases in a chiller.

This unit is applicable to workers bagging carcases usually in meat processing plants prior to loadout or freezing.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Prepare bagging materials	1.1 Check bagging consumables prior to the start of the shift to ensure an adequate supply 1.2 Check brands or stamps 1.3 Check supply of label
2. Bag carcase	2.1 Bag carcase according to workplace requirements including hygiene and health and safety requirements 2.2 Stamp and label carcases according to workplace requirements, where applicable 2.3 Move carcases on rails in chillers, freezers and loadout areas according to workplace, hygiene and workplace health and safety requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2137B Bag carcase

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2113 Bag carcase

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must bag carcases in a chiller.

The candidate must:

- observe workplace health and safety requirements for working in chillers
- maintain product segregation as required
- move carcases around chillers and into freezers in accordance with workplace requirements
- use communication skills relevant to work instructions
- use workplace equipment and technology according to workplace requirements
- bag carcases according to workplace and regulatory requirements
- apply work instruction for the bagging of carcases
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- 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

Assessment Conditions

Assessment must be conducted in a meat processing plant.

Competency must be demonstrated at normal with the speed of production.

As a minimum, the following three forms of assessment must be used:

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- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2114 Overview offal processing on the slaughter floor

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to process offal on the slaughter floor.

This unit is applicable to slaughter floor operations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Identify the types of offal	1.1 Identify types of offal 1.2 Identify sources of contamination and cross-contamination of offal 1.3 Explain consequences of damage or contamination of offal
2. Identify the flow of offal and processing steps on the slaughter floor	2.1 Follow steps for handling offal on the slaughter floor 2.2 Identify procedures for inspecting offal 2.3 Identify chutes and bins used for edible and inedible offal
3. Identify the requirements for processing offal on the slaughter floor	3.1 Identify and follow workplace, regulatory and health and safety requirements for workers handling offal

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2141C Overview offal processing on the slaughter floor

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2114 Overview offal processing on the slaughter floor

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must explain the steps required to process offal on the slaughter floor.

The candidate must:

- explain the steps for processing offal
- identify condemnation marks on offal
- identify edible offal
- identify the various organs processed on the viscera table

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- inspection process
- contamination to offal caused by bile, ingesta, excreta and paunch content
- procedures for the disposal of inedible offal in appropriate bins or chutes
- workplace, health and safety, hygiene and sanitation, and Quality Assurance (QA) 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.
-

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at normal chain speed.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2115 Separate offal

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes 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.

This unit is applicable to slaughter floor and wild game processing plant operations noting that wild game offal is either separated into pet food or condemned.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify offal	1.1 Identify different types of offal, including edible and inedible offal, according to workplace requirements
2. Separate offal into edible and inedible offal	2.1 Separate offal and sort into edible and inedible offal according to workplace requirements 2.2 Identify offal that is fit for human consumption (where applicable) and pass to appropriate area for processing according to workplace requirements 2.3 Separate gall bladder from liver 2.4 Wash offal that may have sustained damage, where applicable 2.5 Identify condemned offal according to inspection brands or marking 2.6 Place offal in chutes or bins according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

THis unit is equivalent to MTMP2143C Separate offal

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2115 Separate offal

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must separate offal into edible and inedible types (including pet meat).

The candidate must:

- identify the various organs processed on the viscera table
- separate offal to hygiene and sanitation, workplace, Quality Assurance (QA) and workplace health and safety 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
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- hygiene and sanitation, workplace, QA and workplace health and safety 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

Assessment Conditions

Competency must be demonstrated at normal chain speed.

Assessment must occur in the workplace under normal production conditions.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge

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- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

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AMPA2116 Trim offal fat

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to trim offal fat on the slaughter floor.

This unit is applicable to slaughter floor operations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Trim excess fat from offal	1.1 Identify fat to be trimmed according to workplace requirements and customer specifications 1.2 Trim and dispose of excess fat according to workplace and health and safety requirements 1.3 Remove aorta prior to removal of fat from around heart, where part of work instructions 1.4 Trim connective tissue from thick and thin skirts, where part of work instructions

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

Equivalent to MTMP2144C Trim offal fat

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2116 Trim offal fat

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must trim offal fat on the slaughter floor.

The candidate must:

- trim offal fat according to workplace, health and safety, 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 regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- impact of contamination of edible offal on further processing
- purpose of trimming offal fat
- types of contamination of offal
- relevant regulatory requirements

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

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Assessors must satisfy the current standards for RTOs.

Links

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AMPA2117 Separate and tie runners

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes 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.

This unit is applicable to workers on the slaughter floor.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Separate and tie runners	1.1 Separate and tie runners to prevent contamination and to meet workplace and health and safety requirements 1.2 Inspect runners for defects or contamination according to workplace requirements 1.3 Place runners in appropriate chutes according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2145C Separate and tie runners

Links

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Assessment Requirements for AMPA2117 Separate and tie runners

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must separate runners from the viscera, inspect for defects or contamination and tie the runners to avoid spillage of contents.

The candidate must:

- 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
- apply relevant regulatory requirements.

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- possible sources of contamination
- uses of end runners
- workplace, health and safety and Quality Assurance (QA) requirements related to separating and tying runners
- relevant regulatory requirements.

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration

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- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

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AMPA2118 Recover thin skirts

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to recover thin skirts as part of a slaughter floor operation.

This unit is applicable to slaughter floor operations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Recover thin skirts	1.1 Remove thin skirts according to cutting line specifications, workplace and health and safety requirements 1.2 Identify and manage defects in thin skirts according to workplace requirements 1.3 Identify sources of contamination and cross-contamination and corrective take action according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2147C Recover thin skirts

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2118 Recover thin skirts

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must recover thin skirts as part of a slaughter floor operation.

The candidate must:

- remove thin skirts according to cutting line specifications, workplace, health and safety, 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
- apply relevant regulatory requirements.

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- cutting line specifications, workplace, health and safety 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.

Assessment Conditions

Assessment must occur in an abattoir under normal production conditions.

Competency has to be demonstrated at normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge

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- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors must satisfy the current standards for RTOs.

Links

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AMPA2125 Remove thick skirts

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to remove thick skirts (diaphragm).

This unit is applicable to slaughter floor or boning operations when the thick skirts are not removed as part of the evisceration process.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Identify carcases for thick skirt removal	1.1 Locate skirt removal marker on the carcase according to workplace requirements, where required
2. Remove thick skirts	2.1 Remove thick skirts according to workplace and health and safety requirements 2.2 Identify and manage defects in thick skirts to workplace requirements 2.3 Identify sources of contamination and cross-contamination and take remedial action according to workplace requirements 2.4 Handle and dispose of trimmed skirts are according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2148B Remove thick skirts

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2125 Remove thick skirts

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must remove thick skirts (diaphragm).

The candidate must:

- remove thick skirts in accordance with workplace, health and safety 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
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- cutting lines for thick skirts
- purpose of skirt removal indicator
- uses and further processing of thick skirts
- workplace, health and safety and QA requirements for removing thick skirts
- possible sources of contamination and cross-contamination

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge

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- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2126 Remove flares

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to remove flares from pig carcases.

This unit is applicable to slaughter floor operations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Remove flares	1.1 Remove flares according to workplace and health and safety requirements 1.2 Identify and manage defects in flares according to workplace requirements 1.3 Identify sources of contamination and cross-contamination and take preventative action according to workplace requirements 1.4 Handle and dispose of flares according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2149B Remove flares

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2126 Remove flares

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must remove flares from pig carcases.

The candidate must:

- remove flares in accordance with workplace, health and safety 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
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- uses and further processing of flares
- workplace, health and safety and QA requirements for removing flares
- possible sources of contamination and cross-contamination, and rectify problems

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

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Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2127 Recover offal

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to recover offal on a slaughter floor.

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, thymus gland, heart, kidneys, livers, testicles, and pizzles can be recovered.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Recover offal	1.1 Identify and recover offal according to workplace requirements 1.2 Recover offal safely according to workplace health and safety requirements 1.3 Inspect offal for defects according to workplace Quality Assurance (QA) requirements 1.4 Keep knives, when used, sharp

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2150B Recover offal

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2127 Recover offal

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must recover at least three different types of offal on a slaughter floor.

The candidate must:

- inspect offal for defects
- recover offal according to workplace requirements
- recover offal safely according to workplace health and safety requirements
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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

Assessment Conditions

Assessment must be conducted in a registered operating meat processing plant.

Competency must be demonstrated at the normal rate of production.

As a minimum, thee following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration

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- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2128 Overview hide or pelt or skin processing

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes 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.

This unit is applicable to hide or skin sheds and/or tannery operations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify steps in processing animal coverings	1.1 Trace trimming, grading, treatment and storage of hides 1.2 Identify customer specifications in regard to animal coverings
2. Identify requirements and specifications for the processing of hides	2.1 Identify workplace, health and safety, regulatory and Quality Assurance (QA) requirements 2.2 Identify customer specifications for the processing of hides

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2151C Overview hide, pelt, skin processing.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2128 Overview hide or pelt or skin processing

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must explain the treatment of hides, skins and pelts (or any other exterior covering) at a particular plant or processing centre.

The candidate must:

- identify steps in processing animal coverings
- identify requirements and specifications for the processing of hides
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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
- workplace health and safety requirements for hide or skin processing
- customer requirements for hides, pelts and skins
- steps in processing of hides, pelts and skins

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at normal chain speed.

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A minimum of three different forms of assessment must be used.

Assessors must satisfy the current standards for RTOs.

Links

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AMPA2129 Trim hide or skin

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to trim hides, skins or pelts.

This unit is applicable to workers in a registered meat processing premises such as abattoirs, knackeries and game meat processing establishments.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Trim hides, skins or pelts	1.1 Trim hides, skins or pelts according to workplace and health and safety requirements 1.2 Identify and explain customer specifications for trimming 1.3 Trim hides, skins or pelts to customer specifications 1.4 Handle hides, skins or pelts in accordance with workplace health and safety requirements 1.5 Dispose of waste in accordance with workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2152C Trim hide or skin.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2129 Trim hide or skin

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must trim hide or skin.

The candidate must:

- trim hides, skins or pelts to workplace and health and safety requirements and customer specifications, where applicable
- apply relevant regulatory requirements
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- methods of treating animal coverings
- workplace health and safety requirements for trimming hides, skins 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

Assessment Conditions

Assessment should be conducted in an operating plant.

Competency must be demonstrated at normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

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Assessors must satisfy the current standards for RTOs.

Links

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AMPA2130 Salt hide or skin

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to salt hides, pelts or skins.

This unit is applicable to workers in hide/skin sheds attached to abattoirs, knackeries or game meat processing establishments.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Salt hides, pelts or skins	1.1 Salt and handle hides, pelts or skins in accordance with workplace and health and safety requirements 1.2 Inspect hides, pelts or skins prior to and after salting to ensure specifications are met 1.3 Monitor salting process in accordance with workplace requirements
2. Store and monitor hides, pelts or skins	2.1 Store or palletise salted hides, pelts or skins in accordance with customer specifications and workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2153C Salt hide or skin.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2130 Salt hide or skin

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must salt hides, pelts or skins.

The candidate must:

- process and salt hides, pelts or skins in accordance with workplace and health and safety requirements
- monitor salt processing of hides, pelts or skins
- inspect hides, pelts or skins to ensure specifications are met
- handle hides, pelts or skins in accordance with workplace and health and safety requirements
- apply relevant regulatory requirements
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- methods of stacking and storing hides, pelts or skins to meet workplace and customer requirements
- methods of treating animal coverings
- specifications for salting and storage of hides, pelts or skins
- steps in processing animal skins, hides or pelts
- steps in salting hides, pelts or skins
- workplace, health and safety and Quality Assurance (QA) requirements related to salting hides, pelts or skins
- relevant regulatory requirements

Assessment Conditions

Assessment must be conducted in an operating skin shed.

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Competency must be demonstrated at the normal rate of skin processing.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2131 Grade hide or skin

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to grade hides, pelts or skins both prior to and after processing.

This unit is applicable to skin shed or tannery operations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Inspect hides, pelts or skins	1.1 Inspect hides, pelts or skins in accordance with workplace requirements and customer specifications 1.2 Inspect hides, pelts or skins for defects in accordance with workplace requirements 1.3 Take action on defects in accordance with workplace requirements
2. Grade hides, pelts or skins	2.1 Grade hides, pelts or skins in accordance with customer specifications and/or workplace requirements 2.2 Prepare hides, pelts or skins for despatch and/or stored in accordance with workplace requirements 2.3 Identify and explain workplace health and safety requirements for handling and grading

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2154C Grade hide or skin

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2131 Grade hide or skin

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must grade hides, pelts or skins both prior to and after processing.

The candidate must:

- inspect hides, pelts or skins for defects and take appropriate remedial action according to workplace requirements
- use correct methods of storing hides, pelts or skins to workplace and customer requirements
- apply the grading methods for animal coverings according to workplace and health and safety requirements, and customer specifications
- apply relevant regulatory requirements
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- methods of grading hides, pelts or skins
- workplace and health and safety and workplace requirements related to the grading of hides, pelts or skins
- steps in processing coverings
- relevant regulatory requirements

Assessment Conditions

Assessment can occur in the workplace under normal production conditions or in a simulated workplace.

Competency must be demonstrated using the range of hides, pelts or skins types or classifications encountered in the workplace.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2132 Despatch hide or skin

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to despatch hides, pelts or skins for further processing.

This unit is applicable to workers in hide/skin sheds attached to abattoirs, knackeries or game meat processing establishments.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Despatch hides, pelts or skins	1.1 Use hide, skin or pelt pallets according to workplace and customer requirements 1.2 Despatch hides, pelts or skins according to workplace requirements 1.3 Complete despatch documentation in accordance with work and customer requirements 1.4 Identify and meet workplace health and safety requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2155C Despatch hide or skin

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2132 Despatch hide or skin

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must despatch hides, pelts or skins for further processing.

The candidate must:

- despatch animal coverings according to workplace and customer requirements
- apply relevant regulatory requirements
- comply with workplace health and safety procedures related to handling and despatching animal coverings
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- methods of treating animal coverings
- relevant regulatory requirements
- steps in processing animal coverings at the plant
- workplace health and safety procedures related to handling and despatching animal coverings

Assessment Conditions

Assessment must be conducted in an operating hide, pelt or skin processing facility.

Competency must be demonstrated when completing real orders.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

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Assessors must satisfy the current standards for RTOs.

Links

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AMPA2133 Treat hides chemically

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to treat hides coming off a slaughter floor prior to despatch.

This unit is applicable to workers at abattoirs, knackeries or game processing establishments required to treat hides with chemicals.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Treat hides chemically	1.1 Treat hides chemically according to the work instructions 1.2 Monitor hides for contamination and take corrective action, where part of work instructions 1.3 Chemically treat hides according to workplace and health and safety requirements 1.4 Store hides after treatment in accordance with workplace requirements 1.5 Monitor chemical concentrations according to work instructions 1.6 Monitor waste water disposal according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2156B Treat hides chemically

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2133 Treat hides chemically

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must treat hides coming from a slaughter floor or game processing establishment prior to despatch.

The candidate must:

- 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
- treat hides safely according to workplace health and safety procedures

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- workplace health and safety requirements when treating hides
- workplace health and safety hazards when treating hides
- 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

Assessment Conditions

Assessment should be conducted in an operating plant.

Competency must be demonstrated at normal chain speed of production.

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As a minimum, thee following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2134 Chill or ice hides

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to chill or ice hides coming from a slaughter floor or game processing establishment.

This unit is applicable to workers at abattoirs, knackeries or game processing establishments required to chill hides prior to despatch for tanning.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Chill hides	1.1 Chill hides according to work instructions 1.2 Inspect hides for contamination, where required 1.3 Perform chilling safely according to workplace and health and safety requirements 1.4 Store chilled hides to workplace and/or customer requirements 1.5 Monitor waste water disposal to ensure workplace environment requirements are met

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2157B Chill, ice hides

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2134 Chill or ice hides

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must chill or ice hides coming from the slaughter floor or game processing establishment.

The candidate must:

- chill or ice hides according to the work instructions and customer requirements
- chill or ice hides according to the workplace health and safety requirements
- apply post-chilling storage procedures and requirements
- monitor process according to workplace requirements
- apply relevant regulatory requirements
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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
- workplace health and safety hazards and workplace health and safety procedures

Assessment Conditions

Assessment should be conducted in an operating plant.

Competency must be demonstrated at normal production speed.

As a minimum, the following three forms of assessment must be used:

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- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2135 Crop pelts

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge to crop wool pelts to a uniform length.

This unit is applicable to those processing sheep pelts that need to be cropped to a uniform length.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Crop pelts	1.1 Complete start-up procedures according to workplace requirements. 1.2 and inspect pelts to meet specifications. 1.3 Crop sheep pelts according to work instruction. Crop pelts according to workplace health and safety requirements. 1.4 Despatch cropped pelts correctly for storage. 1.5 Operate, maintain, clean and check machinery according to workplace requirements.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2158B Crop pelts

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2135 Crop pelts

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must crop wool pelts to a uniform length.

The candidate must:

- follow workplace health and safety policies and practices
- follow work instructions
- despatch processed sheep pelts
- apply relevant regulatory requirements
- identify workplace health and safety hazards
- report equipment faults to supervisor in accordance with workplace procedures
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- workplace health and safety policies and procedures
- sheep pelts specifications
- operating instructions for cropping machinery
- relevant regulatory requirements
- steps in work instructions
- possible pelt contaminants.

Assessment Conditions

Assessment should be conducted in an operating plant.

Competency must be demonstrated at normal production speed.

As a minimum, the following three forms of assessment must be used:

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- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2136 Overview fellmongering operations

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to understand the operation of a fellmongering plant.

This unit is applicable to workers employed in any part of a fellmongering operation.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Identify steps in fellmongering	1.1 Identify steps and machinery employed in the fellmongering process. 1.2 Identify types and sources of defects in fellmongered products. 1.3 Identify quality requirements and customer specifications related to pelts and pulled wool. 1.4 Identify environmental hazards and preventative measures associated with fellmongering.
2. Follow safety requirements for this area	2.1 Identify safety hazards in the fellmongering area. 2.2 Identify and follow workplace health and safety requirements for the fellmongering area.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2161C Overview fellmongering operations

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2136 Overview fellmongering operations

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must explain the operation of a fellmongering plant.

The candidate must:

- identify steps in fellmongering
- follow safety requirements related to fellmongering
- apply relevant regulatory requirements.

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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 workplace health and safety requirements, and customer specifications for pelts and pulled wool
- relevant regulatory requirements.

Assessment Conditions

Assessment must be conducted in an operating fellmongering plant.

Competency must involve demonstrated ability to work safely in a fellmongering plant. Competency must be demonstrated at normal production speed.

As a minimum, three different forms of assessment must be used.

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Assessors must satisfy the current standards for RTOs.

Links

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AMPA2137 Chemically treat skins for fellmongering process

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to apply chemicals to skins in a fellmongering process.

This unit is applicable to workers employed in a fellmongering plant.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Operate spray equipment	1.1 Operate spray equipment in accordance with workplace requirements and manufacturer's specifications. 1.2 Maintain and clean spray equipment in accordance with workplace requirements and manufacturer's specifications, where required.
2. Spray skins and prepare them for sweating	2.1 Lay skins out for chemical treatment in accordance with workplace requirements. 2.2 Apply acid solutions to skins in accordance with workplace requirements. 2.3 Spread acid solution evenly over pelt (including points) in accordance with workplace requirements. 2.4 Fold skins in accordance with workplace requirements. 2.5 Keep skins in their mob batches for identification purposes. 2.6 Identify workplace health and safety hazards and take preventative measures. 2.7 Identify environmental hazards and take preventative measures.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2162C Chemically treat skins for fellmongering process

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2137 Chemically treat skins for fellmongering process

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must apply chemicals to skins in a fellmongering process.

The candidate must:

- spray skins with chemicals in accordance with workplace health and safety requirements and workplace and customer specifications
- operate spraying equipment to workplace and workplace health and safety requirements
- cite and locate the safety data sheets for the chemicals used and explain how they relate to the use and disposal of the chemicals
- apply relevant regulatory requirements.

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- environmental risks and controls related to the use of chemicals
- protective equipment to be used for each chemical and relevant emergency procedures
- purpose of chemically treating skins in fellmongering
- relationship between concentration of chemicals and different types of skins
- relevant regulatory requirements.

Assessment Conditions

Assessment must be conducted in an operating fellmongering plant.

Competency must be demonstrated at normal production speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge

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- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2138 Prepare chemicals for fellmongering process

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to prepare chemicals for the fellmongering process.

This unit is applicable to workers responsible for mixing the full range of chemicals used in fellmongering operations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

Some States may require completion of a chemical handling certificate prior to undertaking this unit.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare chemicals for fellmongering process	1.1 Remove chemicals for the fellmongering process from storage and transport to area for mixing in accordance with workplace and health and safety requirements. 1.2 Mix and store chemicals in accordance with work instructions, workplace health and safety requirements and manufacturer's specifications. 1.3 Operate pumps and mixers to workplace and workplace health and safety requirements. 1.4 Mix chemicals to workplace and health and safety requirements in accordance with the varying requirements of different types of skins. 1.5 Take and check pH readings of the mixed chemicals against specifications. 1.6 Use, store and dispose of chemicals in accordance with environmental protection requirements.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2163C Prepare chemicals for fellmongering process

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2138 Prepare chemicals for fellmongering process

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must prepare chemicals for the fellmongering process.

The candidate must:

- obtain and cite the 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 health and safety requirements
- mix chemicals in accordance with work instructions, workplace health and safety requirements and manufacturer's specifications
- mix chemicals to workplace requirements in accordance with the varying requirements of different types of skins
- take and check pH readings of the mixed chemicals against specifications
- use, store and dispose of chemicals in accordance with environmental protection requirements
- apply relevant regulatory requirements
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- workplace health and safety requirements for mixing chemicals
- workplace health and safety 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 relevant emergency procedures
- 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.

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Assessment Conditions

Assessment must be conducted in an operational fellmongering plant.

Competency must be demonstrated at the normal rate of production.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2139 Operate wool drier and press

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate a wool drier and wool press.

This unit is applicable to workers operating wool driers and wool presses in a fellmongering plant.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Dry wool	1.1 Follow start-up routine for wool drier in accordance with workplace requirements and manufacturer's specifications. 1.2 Operate wool drier to workplace and health and safety requirements and manufacturer's specifications. 1.3 Dry wool to workplace requirements. 1.4 Monitor wool for correct drying in accordance with workplace requirements. 1.5 Monitor wool flow through drier. 1.6 Perform routine maintenance and cleaning in accordance with workplace requirements and manufacturer's specifications. 1.7 Identify and explain safety hazards. 1.8 Identify and address workplace health and safety hazards.
2. Operate wool press to bale wool	2.1 Follow start-up procedures for wool press in accordance with workplace requirements and manufacturer's specifications. 2.2 Feed wool into wool press in accordance with work instructions. 2.3 Bale wool in accordance with workplace requirements and customer's specifications. 2.4 Monitor wool dryness in accordance with workplace requirements. 2.5 Observe fleece type and class separations in accordance with workplace requirements. 2.6 Brand, weigh and record bales in accordance with workplace requirements.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2164C Operate wool drier and press

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Assessment Requirements for AMPA2139 Operate wool drier and press

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate a wool drier and wool press.

The candidate must:

- 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 health and safety requirements, and manufacturer's specifications
- apply relevant regulatory requirements
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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 health and safety requirements and manufacturer's specifications associated with the operation of the wool drier
- relevant regulatory requirements
- workplace health and safety hazards associated with operating a wool drier and a wool press, and safety procedures.

Assessment Conditions

Assessment must be conducted in an operating fellmongering plant.

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Competency must be demonstrated at the level of usual production.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2140 Perform sweating operation on fellmongered skins

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to sweat skins in a fellmongering process.

This unit is applicable to workers filling, operating and emptying sweat rooms in a fellmongering operation.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Sweat skins	1.1 Fold and hang skins in sweat room according to workplace and health and safety requirements. 1.2 Establish temperature and humidity settings for sweat room according to workplace requirements. 1.3 Maintain cleanliness of hanging rooms to workplace requirements. 1.4 Make quality checks on skins prior to removal from sweating room. 1.5 Transfer skins from sweat rooms to wool pulling machines. 1.6 Maintain mob separation of skins.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2165C Perform sweating operation on fellmongered skins

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2140 Perform sweating operation on fellmongered skins

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must sweat skins in a fellmongering process.

The candidate must:

- check quality of the skins
- operate the sweating room in accordance with workplace and health and safety requirements
- apply relevant regulatory requirements and safety procedures
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs).

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- workplace health and safety 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.

Assessment Conditions

Assessment must be conducted in an operating fellmongering plant.

Competency must be demonstrated at normal throughput rates of production.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge

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- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2146 Perform skin fleshing operation

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate fleshing machinery in a fellmongering process.

This unit is applicable to workers operating a fleshing machine in a fellmongering plant.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Feed skins for flesher	1.1 Open and inspect skins for defects according to workplace requirements. 1.2 Treat defective skins in accordance with workplace requirements. 1.3 Feed skins to fleshing machine operator in accordance with workplace and health and safety requirements.
2. Flesh skins	2.1 Operate fleshing machine in accordance with workplace and health and safety requirements, and manufacturer's specifications. 2.2 Flesh skins in accordance with workplace and health and safety requirements, and customer specifications. 2.3 Monitor skins for correct fleshing in accordance with workplace requirements. 2.4 Perform routine maintenance of fleshing machine in accordance with workplace requirements and manufacturer's specifications. 2.5 Process and batch skins in their mobs for identification.
3. De-burr skins (where applicable)	3.1 Remove burrs and vegetable matter in accordance with workplace and health and safety requirements. 3.2 Operate and maintain de-burring machinery in accordance with workplace and health and safety requirements.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2166C Perform skin fleshing operation

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2146 Perform skin fleshing operation

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate fleshing machinery in a fellmongering process.

The candidate must:

- feed skins for flesher to workplace and health and safety requirements
- flesh skins to workplace and health and safety requirements
- de-burr skins (where applicable) to workplace and health and safety requirements
- apply relevant regulatory requirements.

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- workplace health and safety hazards associated with skin fleshing
- workplace health and safety 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.

Assessment Conditions

Assessment must be conducted in an operating fellmongering plant.

Competency must be demonstrated at the normal rate of throughput for a fleshing machine.

As a minimum, the following three forms of assessment must be used:

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- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2147 Skirt and weigh fellmongered wool

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to skirt and weigh fellmongered wool.

This unit is applicable to workers skirting fellmongered wool, then sorting and weighing the skirtings.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Skirt pulled fleeces	1.1 Skirt fleeces in accordance with workplace health and safety and workplace requirements. 1.2 Segregate skirtings in accordance with classer's instructions. 1.3 Store skirtings in accordance with workplace requirements. 1.4 Shear large skin pieces, where required. 1.5 Maintain mob separation of fleece wool. 1.6 Select and dry sample fleeces where required.
2. Weigh fleeces	2.1 Weigh fleeces and record results, where required.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2167C Skirt and weigh fellmongered wool

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2147 Skirt and weigh fellmongered wool

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must skirt and weigh fellmongered wool.

The candidate must:

- 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
- apply relevant regulatory requirements
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- relevant safety procedures
- wools to be skirted from fleeces
- workplace health and safety, 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.

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Assessment Conditions

Assessment must be conducted in an operating fellmongery plant.

Competency must be demonstrated at the normal rate of throughput.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2148 Operate wool puller

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate a wool pulling machine in a fellmongering operation.

This unit is applicable to workers in a fellmongering plant who are operating machinery to pull wool from sweated skins.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
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 workplace health and safety requirements including the use of Personal Protective Equipment (PPE). 1.5 Clean and check machinery according to workplace requirements. 1.6 Report processing difficulties to supervisor. 1.7 Monitor wool flow to ensure no bottlenecks.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2168B Operate wool puller

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2148 Operate wool puller

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate a wool pulling machine in a fellmongering operation.

The candidate must:

- operate machinery according to work instructions
- operate machinery safely
- monitor machine operations
- clean and check machinery
- report defects in machine performance
- apply relevant regulatory requirements
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs).

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- relevant safety procedures
- workplace health and safety hazards associated with operating the wool puller
- operating requirements for pulling machine
- QA requirements for skins and pulled wool
- cleaning requirements
- relevant workplace health and safety policies and procedures
- relevant regulatory requirements.

Assessment Conditions

Assessment must be conducted in an operating fellmongering plant.

Competency must be demonstrated at the normal rate of throughput.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2149 Dispose of condemned carcase

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to remove and dispose of a condemned carcase from a work area.

This unit is applicable to workers at abattoirs (stock handlers and slaughter personnel), knackeries or game processing establishments required to dispose of condemned carcases.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Dispose of condemned carcase	1.1 Remove condemned carcase from the work area and dispose of in accordance with workplace and regulatory requirements. 1.2 Handle carcase in accordance with work instructions. 1.3 Handle carcase in accordance with workplace health and safety requirements.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2171C Dispose of condemned carcase

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2149 Dispose of condemned carcase

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must remove and dispose of at least one condemned carcase from a work area.

The candidate must:

- dispose of condemned carcase to workplace and regulatory requirements
- handle condemned carcases in accordance with workplace health and safety, and hygiene and sanitation requirements
- operate manual and mechanical handling equipment safely
- process condemned carcases to regulatory requirements.

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- regulatory requirements covering the processing of condemned carcases
- safe operation of manual and mechanical handling equipment related to disposing of condemned carcase
- workplace health and safety risks associated with handling condemned carcases and the preventative measures.

Assessment Conditions

Assessment must be conducted in an operating abattoir, knackery or game processing establishment.

Competency must be demonstrated under normal production conditions.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge

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- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors must satisfy the current standards for RTOs.

Links

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AMPA2150 Skin condemned carcase

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to remove the skin or hide of a condemned carcase.

This unit is applicable to workers in abattoirs, knackeries or game processing establishments.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Skin condemned carcase	1.1 Skin carcase in accordance with work instructions and regulatory requirements 1.2 Handle carcase in accordance with workplace health and safety requirements 1.3 Dispose of hide in accordance with workplace requirements 1.4 Dispose of carcase in accordance with workplace health and safety and workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

Equivalent to MTMP2172C Skin condemned carcase.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2150 Skin condemned carcase

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must remove the skin or hide of a condemned carcase.

The candidate must:

- hoist and skin carcase in accordance with workplace health and safety requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- workplace health and safety requirements related to skinning a condemned carcase
- risks to hide quality through inaccurate skinning cuts

Assessment Conditions

Assessment must be conducted in an operating processing plant.

Competency must be demonstrated at the speed required in an operating processing plant.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2152 Process paunch

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to empty, clean and prepare the paunch for further processing.

This unit is applicable to workers in the paunch room at an abattoir or knackery.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Open paunch	1.1 Open paunch to empty all contents 1.2 Open paunch in accordance with workplace and health and safety requirements 1.3 Open paunch to ensure paunch products remain intact
2. Empty paunch contents	2.1 Empty paunch of any contents in accordance with workplace requirements
3. Clean paunch	3.1 Clean paunch to workplace requirements to prevent cross-contamination 3.2 Wash and pack paunch products
4. Remove relevant parts	4.1 Trim paunch to cutting lines in accordance with work instructions 4.2 Trim parts of fat as required
5. Wash paunch	5.1 Wash paunch in accordance with work instructions 5.2 Dispose of waste safely in accordance with work instructions
6. Work safely in paunch processing area	6.1 Process paunch in accordance with workplace health and safety requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

Equivalent to MTMP2175C Process paunch.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2152 Process paunch

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must empty, clean and prepare the paunch for further processing.

The candidate must:

- apply workplace health and safety and workplace requirements related to processing of the paunch
- follow work instructions to process paunch
- use mechanical aids where applicable
- report faults in mechanical aids in accordance with workplace requirements
- apply relevant regulatory requirements
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- quality requirements and specifications for paunches
- uses of the paunch
- work instructions for the paunch processing area
- relevant regulatory requirements
- workplace health and safety hazards and requirements for paunch processing area

Assessment Conditions

Assessment must be conducted in an operating abattoir or knackery.

Competency must be demonstrated at the usual speed of production.

As a minimum, the following three forms of assessment must be used:

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- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2153 Process slink by-products

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to process slinks and package the by-products (e.g. foetal blood).

This unit is applicable to processing workers who process bovine foetus to recover blood and/or other by-products.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Process slink	1.1 Collect slinks in accordance with workplace requirements
2. Process slink into by-products	2.1 Separate by-products for further processing according to workplace requirements 2.2 Process by-products for storage and packing according to workplace requirements 2.3 Process by-products according to workplace health and safety requirements
3. Package slink by-products	3.1 Package by-products for effective storage according to workplace requirements 3.2 Accurately label by-products in preparation for storage or distribution according to customer specifications and workplace requirements 3.3 Package by-products according to workplace health and safety requirements
4. Store by-products	4.1 Store by-products effectively to preserve product quality according to workplace requirements 4.2 Store by-products according to workplace health and safety requirements
5. Dispose of slink carcase	5.1 Dispose of slink carcase and other wastes according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

Equivalent to MTMP2176C Process slink by-products.

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Assessment Requirements for AMPA2153 Process slink by-products

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must process slinks and package the by-products.

The candidate must:

- 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 workplace health and safety requirements
- pack and store slink by-products to workplace requirements
- apply relevant regulatory requirements
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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
- workplace health and safety requirements for processing slink
- workplace health and safety hazards related to processing slink by-products
- relevant regulatory requirements

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Assessment Conditions

Competency must be demonstrated under normal production conditions.

Assessment must be conducted in a slink room in a meat processing plant.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2154 Process pet meat

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to process and pack pet meat.

This unit is applicable to workers in abattoirs, knackeries and game processing establishments.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Examine meat and offal for pet meat	1.1 Inspect meat and offal for pet meat for abnormalities or defects 1.2 Identify abnormalities or defects and take appropriate action according to workplace requirements 1.3 Isolate infected or affected products for disposal according to regulatory and workplace requirements
2. Prepare meat and offal for pet meat	2.1 Prepare meat and offal for pet consumption or further processing in accordance with regulatory and workplace requirements 2.2 Trim and process product to meet customer specifications
3. Package and store pet meat	3.1 Package pet meat in tubs, bins or containers in accordance with regulatory and workplace requirements, and customer specifications 3.2 Store pet meat in accordance with workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

Equivalent to MTMP2177C Process pet meat.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2154 Process pet meat

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must process and pack pet in an abattoir, knackery or wild game processing establishment.

The candidate must:

- 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 workplace health and safety requirements for the processing of pet meat

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- types of meat used for pet meat
- workplace and regulatory requirements related to the processing, packaging and storage of pet meat
- workplace health and safety requirements for the processing of pet meat

Assessment Conditions

Assessment must be conducted in a meat or pet food processing premises.

Competency must be demonstrated at normal production speeds.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge

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- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

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AMPA2156 Process blood

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes 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.

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 AMPA3088 Operate blood processing plant).

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Recover and store blood	1.1 Recover blood hygienically according to work instructions and relevant Standard Operating Procedures (SOPs) 1.2 Recover blood safely according to workplace and health and safety requirements 1.3 Store blood prior to processing according to workplace requirements
2. Process blood	2.1 Perform pre-operational checks on equipment to workplace requirements 2.2 Process blood according to workplace hygiene requirements 2.3 Process blood safely according to workplace health and safety policies and procedures
3. Pack and store blood products	3.1 Pack blood hygienically according to workplace requirements 3.2 Store packaged blood products according to workplace requirements and customer specifications

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

Equivalent to MTMP2179B Process blood.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2156 Process blood

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must collect blood from the slaughter floor, process it using equipment such as a centrifuge to recover blood plasma and package the product.

The candidate must:

- collect and process blood hygienically, safely and in accordance with:
  - relevant regulatory requirements
  - SOPs
  - work instructions
  - workplace health and safety 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 requirements are met

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- nature and uses of blood products produced
- relevant work instructions and SOPs
- ways of minimising contamination and cross-contamination
- workplace health and safety policies and procedures
- workplace and manufacturer's requirements for operating processing equipment
- workplace health and safety hazards and ways of minimising them
- sources of contamination and cross-contamination

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Assessment Conditions

Assessment must involve processing one or more blood products.

Competency in this unit must be demonstrated under normal workplace conditions.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2157 Overview rendering process

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to understand the rendering process and work safely in the rendering area.

This unit is applicable to workers in meat rendering plants.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify steps in	1.1 Identify flow of waste and processed by-product through the

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Element	Performance criteria
processing rendered products	plant 1.2 Identify major items of equipment such as cookers, presses and mills 1.3 Explain major uses of rendered products and customer specifications
2. Identify workplace health and safety requirements for the rendering area	2.1 Explain and follow workplace health and safety for the rendering area 2.2 Identify specific hazards in rendering area and outline control methods
3. Identify workplace requirements for the rendering area	3.1 Explain hygiene requirements for the rendering area 3.2 Identify quality requirements for rendering 3.3 Identify control points for rendering in accordance with workplace requirements 3.4 Identify procedures associated with control points in accordance with workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

Equivalent to MTMP2181C Overview rendering process.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2157 Overview rendering process

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must explain the rendering process and work safely in the rendering area.

The candidate must:

- explain the sequence, risks and workplace requirements associated with the rendering process at their own plant
- apply relevant regulatory requirements
- meet the workplace health and safety requirements for working in the rendering area

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- environmental hazards associated with rendering products and the appropriate workplace requirements to minimise these
- quality requirements for rendered products
- workplace and customer quality requirements for rendered products
- relevant regulatory requirements
- steps in rendering and the process involved
- workplace health and safety requirements for working in the rendering area

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated in a rendering plant at a rate that meets workplace requirements.

As a minimum, three different forms of assessment must be used.

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Assessors must satisfy the current standards for RTOs.

Links

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AMPA2158 Operate hogger

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate a hogger to transport raw materials for rendering operations.

This unit is applicable to workers in meat rendering plants.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Deliver material to feeder bins	1.1 Deliver material to feeder bins in accordance with workplace requirements 1.2 Deliver material to feeder bins in accordance with workplace health and safety requirements and in particular, in accordance with manual handling requirements 1.3 Monitor delivery of meat waste in accordance with workplace requirements 1.4 Deal with condemned carcases promptly 1.5 Follow housekeeping requirements in relation to work area
2. Operate hogger	2.1 Operate hogger in accordance with manufacturer's and workplace requirements 2.2 Operate hogger in accordance with workplace health and safety requirements 2.3 Maintain flow of waste material to rendering plant to keep adequate levels in holding or feeder bins 2.4 Promptly correct problems associated with waste or hogger operation or report them to supervisor 2.5 Carry out routine maintenance and cleaning in accordance with workplace requirements
3. Monitor filling and emptying of raw material receival bin	3.1 Monitor filling and emptying of raw material receival bins to prevent overfilling and to clear any blockages in drainage in accordance with workplace requirements
4. Check size reduction equipment	4.1 Check size reduction equipment for wear in accordance with workplace requirements.
5. Operate metal detector (wet rendering) or magnet (dry rendering)	5.1 Check metal detector or magnet sensitivity regularly 5.2 Operate metal detector or magnet in accordance with workplace requirements 5.3 Remove metal from magnet or product

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

Equivalent to MTMP2182C Operate hogger.

Links

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Assessment Requirements for AMPA2158 Operate hogger

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate a hogger to transport raw materials for rendering operations.

The candidate must:

- 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 workplace health and safety requirements
- keep area neat and tidy
- monitor machinery gauges where fitted
- undertake routine maintenance and cleaning as specified in work instructions
- apply relevant regulatory requirements
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- how the hogger works
- maintenance requirements related to the hogger
- workplace health and safety 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 carcases
- emergency switches and shut-down procedures

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Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2159 Operate blow line

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate a blow line to transport raw materials for rendering operations.

This unit is applicable to rendering plant workers where material is transferred by blow line.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Operate blow line	1.1 Operate blow line to ensure raw material moves down blow line 1.2 Monitor consistency of raw materials 1.3 Monitor temperature 1.4 Monitor quantity of raw materials in blow tank
2. Clean blow line	2.1 Clean blow line regularly in accordance with workplace requirements
3. Fix blockages	3.1 Identify and fix blockages to keep product moving down line
4. Maintain blow line	4.1 Regularly conduct blow line maintenance in accordance with workplace requirements
5. Monitor filling and emptying of raw material receival bins	5.1 Monitor filling and emptying of raw material receival bins to prevent overfilling 5.2 Clear blockages in drainage in accordance with workplace requirements
6. Check size reduction equipment	6.1 Check size reduction equipment for wear in accordance with workplace requirements
7. Operate metal detector	7.1 Regularly check metal detector or magnet sensitivity 7.2 Operate metal detector or magnet in accordance with workplace requirements 7.3 Remove metal from magnet or product

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

Equivalent to MTMP2183C Operate blow line.

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Assessment Requirements for AMPA2159 Operate blow line

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate a blow line to transport raw materials for rendering operations.

The candidate must:

- operate blow line to workplace requirements
- monitor blow line operations
- monitor product flow
- fulfil workplace health and safety requirements for the operation of the blow line
- monitor product transported
- apply relevant regulatory requirements
- report equipment faults in accordance with workplace requirements
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- workplace health and safety requirements of blow line operation
- operation and purpose of the blow line
- relevant regulatory requirements
- workplace health and safety requirements for the operation of the blow line

Assessment Conditions

Assessment must be undertaken in an operating rendering plant.

Competency must be demonstrated under normal operating conditions for the rendering plant.

As a minimum, the following three forms of assessment must be used:

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- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2160 Operate meat meal mill

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate a meat mill plant including loading, drying and monitoring the quality of the finished meal.

This unit is applicable to rendering plant workers who operate a meat mill plant.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Operate meat meal mill	1.1 Monitor meat meal fed into mill feeder bin 1.2 Monitor mill operation in accordance with workplace requirements 1.3 Monitor mill operation in accordance with workplace health and safety requirements 1.4 Maintain housekeeping for meat meal mill area 1.5 Monitor quality of meat meal and report problems accordance with workplace requirements 1.6 Produce meat meal to workplace requirements and customer specifications 1.7 Take meat meal samples for testing in accordance with workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2184C Operate meat meal mill.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2160 Operate meat meal mill

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate a meat mill plant including loading, drying and monitoring the quality of the finished meal.

The candidate must:

- operate meat meal mill to workplace health and safety 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
- apply relevant regulatory requirements
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- defects in meat meal
- meat meal processing
- workplace health and safety hazards of operation of the meat meal mill
- relevant regulatory requirements
- workplace requirements and customer specifications for meat meal

Assessment Conditions

Assessment must be conducted in an operating rendering plant.

Competency has to be demonstrated by operating a meat meal mill at normal production rates.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2161 Operate waste recovery systems

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to recover material from waste water so that solids are not pumped into waste water systems.

This unit is applicable to workers employed at abattoir, independent boning rooms, rendering plant, casing factories, smallgoods factory and game meat processing establishment.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Monitor waste recovery systems	1.1 Monitor system regularly to ensure solid waste is contained within the system 1.2 Monitor system to ensure it complies with environmental and workplace requirements 1.3 Identify environmental impact of systems failure 1.4 Take corrective action in response to systems failure in accordance with workplace and regulatory requirements
2. Operate waste recovery systems	2.1 Operate and monitor system according to workplace requirements 2.2 Recover material from waste water according to workplace requirements 2.3 Dispose of material in accordance with workplace requirements
3. Maintain waste recovery systems	3.1 Maintain waste recovery system in accordance with workplace requirements and manufacturer's specifications

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2185C Operate waste recovery systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2161 Operate waste recovery systems

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must recover material from waste water so that solids are not pumped into waste water systems.

The candidate must:

- operate waste recovery systems in accordance with workplace requirements
- consistently observe workplace health and safety requirements
- operate mechanised system so that solids are not pumped into the waste system

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- environmental and workplace requirements related to the operation of waste recovery systems.

Assessment Conditions

Assessment must involve demonstrated competency monitoring a functioning waste recovery system.

Competency must be demonstrated in an operating facility.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

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AMPA2162 Pack and despatch rendered products

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to pack and despatch a range of rendered products such as meat meal, blood meal and tallow.

This unit is applicable to rendering plant workers responsible for packing product either in bulk or in bags for despatch.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Package rendered products	1.1 Inspect rendered products to workplace requirements prior to packaging 1.2 Package rendered products to workplace requirements using correct packaging procedures and effective storage materials 1.3 Package meat meal in bulk and/or bags, if applicable 1.4 Check packaging and labelling in accordance with customer specifications 1.5 Palletise packaged products where required 1.6 Package rendered products are packaged to workplace health and safety requirements
2. Despatch rendered products	2.1 Label products accurately, to customer specifications, in preparation for storage, sales or distribution 2.2 Transfer products to storage areas 2.3 Despatch packaged products
3. Check Quality Assurance (QA) aspects of delivery trucks	3.1 Identify QA requirements for trucks leaving the plant 3.2 Identify environmental and commercial impact of a spill during transportation 3.3 Undertake QA check of truck according to work instructions

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2186C Pack and despatch rendered products.

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Assessment Requirements for AMPA2162 Pack and despatch rendered products

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must pack and despatch a range of rendered products such as meat meal, blood meal and tallow.

The candidate must:

- pack and despatch rendered products according to workplace and health and safety requirements
- label rendered products according to customer specifications and workplace requirements
- despatch rendered products to workplace requirements
- apply relevant regulatory requirements
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- workplace health and safety hazards associated with packing and despatching by-products
- QA requirements for delivery trucks
- relevant regulatory requirements

Assessment Conditions

Assessment must be conducted in the workplace.

Competency must be demonstrated in an operating rendering plant.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge

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- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2163 Break down and bone carcase for pet meat or rendering

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to break down and bone a carcase for further processing of the meat for pet meat or rendering.

This unit is applicable to workers employed at abattoirs, knackeries, game meat processing establishments and rendering plants.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Break down condemned carcase	1.1 Break down carcase down in accordance with workplace and regulatory requirements 1.2 Identify and meet workplace health and safety requirements
2. Bone carcase	2.1 Bone meat to maximise yield 2.2 Bone meat in accordance with work instructions and regulatory requirements 2.3 Identify and comply with workplace health and safety requirements 2.4 Dispose of meat cuts, trimmings and bones in accordance with workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2187C Break down and bone carcase for pet meat or rendering.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2163 Break down and bone carcase for pet meat or rendering

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must break down and bone a carcase for further processing of the meat for pet meat or rendering.

The candidate must:

- break down and bone carcase in accordance with work instructions
- trim according to workplace specifications
- comply with workplace health and safety, and regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- regulatory requirements
- requirements for further processing
- workplace health and safety hazards and requirements

Assessment Conditions

Competency must be demonstrated at normal chain speed.

Assessment must occur in the workplace under normal production conditions.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

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Assessors must satisfy the current standards for RTOs.

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AMPA2170 Operate air filtration system

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate, monitor and routinely maintain air filtration systems used at meat processing plants to reduce noxious odour emissions.

This unit is applicable to those operating and monitoring air filtration systems on air emissions from abattoirs and rendering plants.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Monitor air filtration system	1.1 Monitor system regularly to ensure odours are contained within the system 1.2 Monitor system to ensure it complies with environmental and workplace requirements 1.3 Identify environmental impact of systems failure 1.4 Take corrective action in response to systems failure in accordance with workplace and regulatory requirements
2. Operate waste recovery system	2.1 Operate and monitor system in accordance with workplace requirements and manufacturer's specifications
3. Maintain waste recovery system	3.1 Maintain air filtration system in accordance with workplace requirements and manufacturer's specifications

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2188C Operate air filtration system.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2170 Operate air filtration system

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate, monitor and routinely maintain air filtration systems used at meat processing plants to reduce noxious odour emissions.

The candidate must:

- operate and maintain the air filtration system in accordance with workplace requirements and manufacturer's specifications
- observe relevant workplace health and safety requirements
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- steps involved in the operation of an air filtration system
- work instructions
- environmental issues associated with air filtration
- legal implications of defective air filtration
- relevant workplace health and safety requirements

Assessment Conditions

Assessment must be conducted utilising an operating air filtration system.

Competency needs to be demonstrated under normal operating conditions.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge

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- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2171 Clean carcase hanging equipment

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to clean hanging equipment such as rollers, gambrels, spreaders, shackles and hooks which are either iron or plastic.

This unit is applicable to workers in a registered meat processing premises such as abattoirs, food service operations, smallgoods factory, wholesale butchery, game meat processing establishment or pet food premises.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Clean carcase hanging equipment	1.1 Rotate hanging equipment through cleaning, rinsing and, where applicable, oiling tanks, in accordance with workplace requirements 1.2 Handle cleaning chemicals in accordance with manufacturer's specifications and workplace health and safety requirements 1.3 Identify and deal with damaged spreaders, gambles and any other hanging equipment in accordance with workplace requirements 1.4 Monitor and adjust level and concentration of cleaning tank to ensure complete sanitising of iron work 1.5 Identify workplace health and safety risks and follow specified procedures 1.6 Follow workplace health and safety requirements related to chemical and manual handling hazards when loading and unloading tanks 1.7 Use hoists in accordance with manufacturer's specifications, workplace and workplace health and safety requirements
2. Maintain flow of equipment cleaning process	2.1 Inspect hanging equipment for damage and when necessary, sent for repair or disposal 2.2 Return spreaders, gambles and any other hanging equipment to the slaughter floor promptly 2.3 Process and handle spreaders, gambles and any other hanging equipment to avoid damage 2.4 Keep work area neat and clean with clear segregation of sanitised and non-sanitised iron work 2.5 Promptly report difficulties encountered with maintaining the flow through the cleaning process promptly to the supervisor

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2192B Clean carcase hanging equipment.

Links

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Assessment Requirements for AMPA2171 Clean carcase hanging equipment

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must clean hanging equipment such as rollers, gambrels, spreaders, shackles and hooks which are either iron or plastic.

The candidate must:

- inspect hanging equipment thoroughly for damage
- correctly use 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 in writing 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
- use relevant communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- work in a safe manner with due regard to the cleaning chemicals used, manual handling dangers and any other workplace health and safety requirements.

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- cleaning and sanitising process for hanging equipment
- function of hanging equipment in production

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- need for adequate sanitising of the hanging equipment
- need for oiling of the iron work (where applicable)
- relevant regulatory requirements
- workplace health and safety requirements for cleaning hanging equipment
- workplace health and safety 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

Assessment Conditions

Assessment must be undertaken at an operating meat or pet meat processing premises.

Competency must be demonstrated when meeting the normal demands of the processing area.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2172 Clean amenities and grounds

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to clean areas other than production areas in a meat processing plant.

This unit is applicable to workers required to clean the amenities and grounds of a meat processing plant.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Clean toilets, shower blocks and locker rooms	1.1 Clean toilets, shower blocks and locker rooms in accordance with cleaning schedules, work instruction, and workplace health and safety policies and procedures 1.2 Use cleaning chemicals in accordance with manufacturer and workplace requirements 1.3 Identify specific areas requiring attention 1.4 Undertake post-cleaning monitoring
2. Clean canteens and eating areas	2.1 Clean eating areas in accordance with cleaning schedule, work instructions and workplace health and safety requirements 2.2 Use cleaning chemicals in accordance with workplace and manufacturer's requirements
3. Clean grounds	3.1 Identify types of waste and rubbish to be cleared 3.2 Identify and follow waste disposal arrangements for different types of waste 3.3 Clean grounds according to direction or relevant work instructions 3.4 Use chemicals such as herbicides in accordance with workplace and manufacturer's requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2193B Clean amenities and grounds.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2172 Clean amenities and grounds

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must clean areas other than production areas in a meat processing plant.

The candidate must:

- locate and cite relevant safety data sheets
- use chemicals according to workplace and manufacturer's requirements
- clean according to schedules
- dispose of waste correctly
- follow workplace health and safety policies and procedures
- apply relevant regulatory requirements
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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

Assessment Conditions

Assessment must be conducted in a registered operating meat processing plant.

Competency must be demonstrated at normal rate of production.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2173 Overview cleaning program

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes 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.

This unit is applicable to workers in a registered meat processing premises such as an abattoirs, independent boning rooms, food service operations, smallgoods factory, wholesale butchery, game meat processing establishment and pet food premises.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Transfer waste materials	1.1 Identify different types of waste materials 1.2 Explain workplace requirements for transferring waste materials to designated storage area
2. Clean site	2.1 Identify steps in a cleaning schedule 2.2 Identify and explain workplace and regulatory requirements related to cleaning the workplace 2.3 Identify and report health, hygiene and sanitation hazards according to workplace and health and safety requirements 2.4 Identify housekeeping tasks according to workplace and health and safety requirements 2.5 Identify appropriate cleaning equipment 2.6 Identify workplace and regulatory requirements related to post-cleaning monitoring
3. Use chemicals correctly	3.1 Identify chemicals used in the workplace 3.2 Cite Safety Data Sheets (SDS) for the chemicals and their contents 3.3 Explain workplace health and safety precautions for the use, handling and storage of chemicals are explained according to manufacturer's specifications and workplace requirements 3.4 Handle chemicals are handled in accordance with workplace health and safety requirements and manufacturer's instructions at all times 3.5 Store chemicals according to workplace health and safety, manufacturer's and workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2196C Overview cleaning program.

Links

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Assessment Requirements for AMPA2173 Overview cleaning program

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must explain cleaning programs that are carried out in the workplace.

The candidate must:

- identify and follow a cleaning schedule
- correctly use cleaning chemicals for the work site and conditions
- correctly transfer waste materials to workplace requirements
- use communication skills relevant to work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- steps in a cleaning program
- workplace health and safety 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

Assessment Conditions

Assessment must occur in the workplace for established cleaning programs.

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Competency must be demonstrated for specific plant cleaning programs.

As a minimum, three different forms of assessment must be used.

Assessors must satisfy the current standards for RTOs.

Links

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AMPA2174 Clean after operations - boning room

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes 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.

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.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Clean boning room	1.1 Clean boning room in accordance with cleaning schedule and work instructions 1.2 Undertake cleaning procedures to minimise condensation 1.3 Use cleaning chemicals in accordance with manufacturer's specifications and workplace health and safety requirements 1.4 Identify major areas of contamination 1.5 Ensure cleaning procedures meet pre-operational hygiene requirements 1.6 Ensure surfaces are left free of excess moisture
2. Clean boning room machinery	2.1 Isolate machinery in accordance with workplace requirements 2.2 Clean boning room packing machinery in accordance with workplace requirements and manufacturer specifications 2.3 Isolate and clean conveyers and elevators 2.4 Clean electronic scales, recording and labelling machines in accordance with workplace requirements and manufacturer's specifications

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2197C Clean after operations – boning room.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2174 Clean after operations - boning room

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must clean and sanitise a boning room.

The candidate must:

- clean boning room in accordance with workplace requirements
- clean boning room machinery in accordance with workplace requirements
- observe workplace health and safety requirements for cleaning the boning room
- identify and apply relevant regulatory requirements
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- monitor program for boning room hygiene and sanitation including surface swabbing and pre-operational checks

Knowledge Evidence

The candidate must clean and sanitise a boning room.

The candidate must:

- 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 workplace health and safety requirements for boning room machinery and conveyor systems

Assessment Conditions

Assessment must be conducted in a registered operating meat processing plant.

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Competency must be demonstrated during normal cleaning operations.

As minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2175 Clean after operations - slaughter floor

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes 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.

This unit is applicable to workers in abattoirs, knackeries and game processing establishments.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Clean slaughter floor	1.1 Clean slaughter floor in accordance with cleaning schedule and work instructions. 1.2 Use cleaning chemicals according to manufacturer's specifications and workplace health and safety requirements. 1.3 Undertake post-cleaning monitoring in accordance with workplace requirements. 1.4 Conduct slaughter floor cleaning to workplace health and safety requirements. 1.5 Identify and clean specific areas of contamination risk according to workplace requirements.
2. Clean equipment and fittings	2.1 Clean knocking or stunning area and isolate and/or immobilise equipment. 2.2 Tag out and immobilise equipment during cleaning. 2.3 Isolate, strip down, clean and sanitise machinery according to work instructions. 2.4 Check cleaned areas according to workplace requirements.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2198C Clean after operations – slaughter floor.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2175 Clean after operations - slaughter floor

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must clean and sanitise a slaughter floor after operations.

The candidate must:

- 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 workplace health and safety requirements
- apply relevant regulatory requirements
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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 workplace health and safety risks associated with cleaning machinery on slaughter floor

Assessment Conditions

Assessment must be conducted in an abattoir under normal working conditions.

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Competency must be demonstrated throughout the process area and in cleaning all items of equipment.

As minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2176 Transport meat and meat products

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to transport meat and/or meat products. It relates to the transportation of meat where the transport operator has physical contact with meat.

This unit is applicable to the transport of meat products by truck.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare to transport food	1.1 Inspect vehicles and containers or receptacles used to transport food and ensure they are appropriate for use 1.2 Prepare vehicles and containers or receptacles used to transport food for use 1.3 Load and secure food as required, according to product requirements and workplace safety and regulatory requirements
2. Transport food	2.1 Monitor and control food safety hazards 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, promptly report non-conformance and take corrective action 2.3 Unload food as required according to product requirements and workplace procedures 2.4 Record food safety information to meet the requirements of the food safety program

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2201C Transport food.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2176 Transport meat and meat products

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must transport meat and/or meat products.

The candidate must:

- prepare to transport food, including:
  - 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 (including temperature, loading and unloading areas, and containers and receptacles) are met prior to loading, transporting and unloading
  - confirming 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 or non-food items
- maintain work area and vehicles in a tidy state to meet workplace requirements
- transport food safely
- observe relevant workplace health and safety 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
- 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 communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

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- use work instructions to find advice on food safety responsibilities relating to own work

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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

Assessment Conditions

Competency must be demonstrated utilising trucks usually used for delivery.

Assessment must occur in the workplace under normal despatch and delivery conditions.

As minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA2177 Handle working dogs in stock yards

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to use and manage working dogs in stock yards and holding paddocks.

This unit is applicable to stock handlers using working dogs in yards and holding paddocks on farms, at saleyards and at abattoirs. Activities undertaken may including mustering holding paddocks, drafting stock, loading and unloading stock and feeding a race.

This Unit is not applicable to the training of working dogs or the use of working dogs on open range pastoral operations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare yards and dogs for work	1.1 Identify workplace health and safety hazards in stock yards 1.2 Identify hazards to the welfare of working dogs in stock yards 1.3 Routinely check yards for animal welfare hazards, assess risks, and implement suitable controls 1.4 Select, use and maintain suitable Personal Protective Equipment (PPE). 1.5 Check dogs before and after work to ensure their condition and health are maintained 1.6 Identify and report unhealthy or injured dogs to foreman or manager
2. Muster and move livestock using working dogs	2.1 Identify and explain the relevant sections of applicable animal welfare standards and regulations 2.2 Use dogs suitable for the task for working livestock 2.3 Explain and demonstrate principles of low stress livestock handling 2.4 Follow workplace health and safety and workplace procedures for working with dogs and livestock 2.5 Check, muster and move livestock in holding pens, yards and laneways
3. Care for working dogs	3.1 Explain and follow workplace requirements for housing dogs 3.2 Explain workplace health and safety risks associated with working and handling dogs and follow workplace requirements 3.3 Explain and meet dietary requirements of working dogs 3.4 Clean and check kennels as a part of regular daily routines 3.5 Identify common working dog conditions

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

New unit -no equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA2177 Handle working dogs in stock yards

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must use and manage working dogs in stock yards and holding paddocks.

The candidate must:

- identify hazards and follow safe operating procedures in stock yards
- be observed safely checking working dogs prior to handling animals
- be able to identify signs of ill health or injury to the working dog
- be observed providing due care and handling animals safely and humanely
- observe, identify and react appropriately to WHS hazards
- observe, identify and assess hazards that may impact on animal welfare to the dog and livestock
- be able to explain and apply relevant regulatory requirements as applicable
- be able to describe and apply the principles of low stress stock handling
- be observed moving stock around pens, yards and laneways in lairage in accordance with workplace procedures
- be observed cleaning and maintain housing for dogs
- provide sufficient and suitable feed and fresh water for the working dog
- 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, maintain and store suitable personal protective equipment for working in yards

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- basic nutritional and welfare requirements of working dogs
- common working dog conditions including injury or illness and reporting procedures
- livestock behavioural characteristics and movement in handling areas
- dog suitability for the task

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- principles of low stress handling when using a working dog
- WHS risks with working dogs and adhere to animal welfare legislative requirements
- the impact of stress and injury on livestock
- Standard Operating Procedures (SOPs) and work instructions for animal handling

Assessment Conditions

Competency should be demonstrated at the normal speed of production.

Assessment should take place in an operating meat processing plant.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration or project
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3000 Stun animal

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required for the humane, effective and hygienic stunning of animals.

This unit is applicable to workers in registered slaughtering establishments.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Restrain animal	1.1 Restrain animal humanely and safely in appropriate position in accordance with animal welfare regulatory and workplace requirements 1.2 Restrain animal in correct position for stunning as required 1.3 Restrain animal with appropriate restraining equipment
2. Operate stunning equipment	2.1 Operate stunning equipment in accordance with workplace and regulatory requirements 2.2 Maintain stunning equipment and facilities in effective working order 2.3 Operate stunning equipment humanely in accordance with animal welfare regulatory and workplace requirements
3. Stun the animal	3.1 Stun animal in accordance with animal welfare regulatory and workplace requirements 3.2 Stun animal to workplace and health and safety requirements 3.3 Check stun where part of work instructions, and take corrective action when effective stun is not achieved 3.4 Ensure stunning effectiveness is in accordance with workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3001C Knock and stun animal.

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Assessment Requirements for AMPA3000 Stun animal

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must humanely, effectively and hygienically stun animals.

The candidate must:

- restrain animal effectively and safely, with minimum stress to the animal
- stun animal effectively in accordance with workplace health and safety, workplace and regulatory requirements
- correctly use measuring equipment for voltage and/or gas levels, as applicable
- demonstrate procedures to be taken if stun is not effective
- check, operate and maintain stunning equipment according to workplace requirements
- apply communication and mathematical skills relevant to work instructions and Standard Operating Procedures (SOPs)
- report equipment faults according to workplace requirements
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- alternative methods of stunning
- animal welfare requirements including importing country requirements and religious considerations where appropriate
- purpose of stunning animal
- risks of potential contamination and cross-contamination during stunning
- workplace health and safety consequences of not achieving an effective stun
- purpose of having a back-up procedures
- impact of ineffective restraining and stunning on product quality
- relevant regulatory requirements

Assessment Conditions

Assessment must be performed in an operating abattoir or knackery.

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Competency must be demonstrated at normal production speed with a range of types of stock (which can be from a single species).

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3001 Stick and bleed animal

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required for the humane, effective and hygienic bleeding of animals.

This unit is applicable to workers in registered slaughtering establishments.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Stick and bleed the animal	1.1 Accurately locate and identify major blood vessels, trachea and/or oesophagus 1.2 Use knife to sever the major blood vessels safely and hygienically to workplace requirements 1.3 Stick animal in manner to avoid undue and unnecessary suffering to the animal in accordance with animal welfare requirements 1.4 Make incision exposing the trachea or oesophagus in accordance with animal welfare, regulatory and workplace requirements, where part of work instruction 1.5 Conduct sticking procedures to minimise risk of contamination to the carcase and to maintain product quality 1.6 Identify and explain threats of contamination and cross-contamination in the sticking process 1.7 Bleed animal in a fast and complete process to avoid undue suffering 1.8 Bleed carcase in accordance with workplace and regulatory requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3002C Stick and bleed animal.

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Links

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Assessment Requirements for AMPA3001 Stick and bleed animal

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must humanely, effectively and hygienically bleed animals.

The candidate must:

- demonstrate effective sticking of animal in accordance with workplace health and safety and workplace requirements
- maintain, clean and handle knives safely and hygienically
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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 standards and regulations, and enterprise ethical standards relating to the bleeding of animals

Assessment Conditions

Assessment must occur in a registered slaughtering establishment under normal production conditions.

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Competency must be demonstrated at normal chain speed.

As a minimum the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3002 Handle animals humanely while conducting ante-mortem inspection

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required for the safe and humane handling of animals prior to slaughter.

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 stockyard or lairage.

All work should be carried out to comply with workplace procedures, regulatory and customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

NIL

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify animal species and breeds, and their behavioural characteristics	1.1 Identify common breeds 1.2 Identify normal behavioural characteristics of relevant species
2. Identify and comply with animal welfare requirements for stock handling and lairage facilities	2.1 Identify and comply with animal welfare regulatory requirements 2.2 Identify workplace and regulatory requirements for lairage and confirm as suitable for use 2.3 Identify facilities and equipment and confirm as suitable for use
3. Handle animals to achieve objective or outcome required	3.1 Move and process animals (e.g. for ante-mortem inspection) and sort as required by workplace and regulatory standards 3.2 Identify and comply with workplace health and safety requirements for handling animals 3.3 Handle animals appropriately to prevent injury, minimise stress and maintain the quality of meat, hides or skins
4. Handle contingencies	4.1 Handle suspect sick or injured stock in accordance with workplace and regulatory requirements 4.2 Handle wild or uncooperative animals humanely without disturbing or injuring other animals or people
5. Deal with affected animals appropriately	5.1 Treat affected animals in accordance with regulatory, workplace and health and safety requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3003A Handle animals humanely while conducting ante-mortem inspection.

Links

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Assessment Requirements for AMPA3002 Handle animals humanely while conducting ante-mortem inspection

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must safely and humanely handle animals while conducting ante-mortem inspection.

The candidate must:

- take steps to minimise stress and injury to stock during handling procedures
- handle animals humanely during ante-mortem inspection
- handle sick and injured animals in accordance with workplace and regulatory requirements
- apply emergency procedures as required
- use effective interpersonal skills in a range of contexts, including stressful situations
- comply with workplace health and safety requirements for handling stock
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- enterprise arrangements for emergency kill and humane destruction
- methods to handle livestock in a calm and low-stress manner
- impact of stress during handling on the ultimate pH and quality of meat
- impact of poor handling
- workplace health and safety 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 including:
  - animal welfare legislation
  - Department of Agriculture and/or state meat authority regulation

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  - company procedures
  - any specific company requirements.
- procedures for dealing with animal-handling emergencies

Assessment Conditions

Competency must be assessed in a stockyard or lairage under real working conditions.

As a minimum the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3003 Assess effective stunning and bleeding

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to assess the humane and effective stunning and slaughter of animals.

This Unit is applicable to the assessment of the effectiveness of stunning and bleeding in a slaughtering establishment. The training would normally be undertaken by Quality Assurance officers and supervisors who monitor the humane slaughtering of animals.

This Unit will fulfil the importing country requirements for meat processing establishments exporting to the European Union, and meets the European Union Regulation EC 1099/2009 training requirements for the assessment of effective stunning and bleeding.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Assess the effective stunning of an animal prior to bleeding	1.1 Check animal for an effective stun prior to bleeding 1.2 Take corrective action when effective stun is not achieved 1.3 Keep records of the assessment of effective stunning according to workplace requirements 1.4 Assess stunning against the applicable work instruction and Standard Operating Procedures to ensure it is effective and humane
2. Check for bleed chain insensibility	2.1 Check animals for insensibility on the bleed chain 2.2 Immediately report signs of sensibility and take immediate corrective action 2.3 Keep records of the assessment of effective stunning and bleeding according to workplace requirements 2.4 Assess bleeding against the applicable work instruction and Standard Operating Procedures to ensure it is effective and humane

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3004A Assess effective stunning and bleeding.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3003 Assess effective stunning and bleeding

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must assess the humane and effective stunning and slaughter of animals.

The candidate must:

- assess effectiveness of animal stunning in accordance with workplace and regulatory requirements
- record assessment of bleed chain insensibility according to the workplace requirements
- identify the causes of bleed chain insensibility
- read and interpret electronic data (where applicable)
- monitor bleed chain insensibility according to workplace requirements
- implement procedures if stun or bleeding is not effective
- record monitoring and assessment results of stunning and or bleed chain insensibilities
- report stunning and bleeding failures
- apply relevant regulatory and work place requirements
- apply communication and mathematical skills relevant to work instructions and Standard Operating Procedures (SOPs)
- follow workplace health and safety procedures

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- methods of stunning and their application
- animal welfare requirements including importing country requirements where appropriate
- purpose of stunning animal
- the indicators of an effective stun
- signs of an ineffective stun
- animal welfare implications of ineffective stunning and bleeding
- workplace and regulatory requirements for monitoring stunning
- the causes of ineffective stunning and bleeding

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- signs of bleed chain insensibility
- procedures for the assessment of stunning
- procedures for the assessment of bleed chain insensibility
- workplace and regulatory requirements for monitoring bleed chain insensibility
- workplace health and safety consequences of not achieving an effective stun
- impact of ineffective restraining and stunning on product quality
- relevant regulatory requirements
- corrective actions for an ineffective stun

Assessment Conditions

Assessment must be performed in an operating abattoir or knackery, at production speed.

As a minimum the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3004 Monitor the effective operations of electrical stimulation

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to monitor an automated or manual electrical carcase stimulation unit to ensure that the carcases are receiving the optimal stimulation.

This Unit is applicable to workers monitoring electrical stimulation units in slaughtering establishments.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Monitor electrical stimulation unit	1.1 Monitor the electrical stimulation unit using the correct procedure to check electrical stimulation equipment operation 1.2 Use dummy load across each of the electrical inputs to check operation in accordance with work instructions and manufacturers' specifications 1.3 Observe for and describe the normal reaction of carcases to electrical stimulation 1.4 Observe for and respond to any abnormal reaction of carcases to electrical stimulation 1.5 Follow up on requests for maintenance and check operation is normal 1.6 Follow workplace health and safety requirements for working around electrical stimulation units
2. Ensure routine checks of equipment by technicians are performed	2.1 Arrange or oversee routine checks to ensure a full check of the equipment is made including: electrical parameters, stored programs, electrical safety, electrodes and equipment integration 2.2 Review maintenance and equipment reports detailing the findings and recommendations and implement corrective actions
3. Respond to audits of carcase specification compliance	3.1 Describe the pH/temperature window and its importance to meat quality 3.2 Describe the audit process for electrical stimulation unit performance and the various potential findings 3.3 Respond to adverse audit findings including recommendations to alter stimulation inputs, alter stimulation time and adjust chilling regime

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3005A Monitor the effective operations of electrical stimulation.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3004 Monitor the effective operations of electrical stimulation

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must monitor an automated or manual electrical carcase stimulation unit to ensure that the carcases are receiving the optimal stimulation.

The candidate must:

- observe and recognise normal and abnormal carcase responses to electrical stimulation
- instruct workers in and around electrical stimulation units to recognise and report abnormal carcase responses
- work safely around electrical stimulation units
- monitor the electrical stimulation unit using the correct procedure including readouts
- use dummy load across each of the electrical inputs to check operation
- request and schedule maintenance
- review maintenance and performance audit reports and ensure follow up action has been taken
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- purpose of electrical stimulation
- pH/temperature window and its importance to meat quality
- causes of heat toughening and cold shortening and the impacts on meat quality
- correct procedures to check electrical stimulation equipment operation
- purpose of dummy loads to check operation
- relevant work instructions and manufacturers' specifications
- normal and abnormal reactions of carcases to electrical stimulation
- required routine checks for electrical parameters, stored programs, electrical safety, electrodes and equipment integration

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- use of an oscilloscope to ensure that the waveform parameters are as specified
- maintenance and equipment reports
- audit process for electrical stimulation unit performance and the various potential findings
- how to respond to adverse audit findings of electrical stimulation unit performance
- workplace health and safety issues associated in working around electrical stimulation units

Assessment Conditions

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Assessment must occur in the workplace under normal enterprise **or** production conditions.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3005 Rod weasand

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to rod the weasand.

This unit is applicable to workers in abattoirs and knackeries.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Prepare equipment	1.1 Check and prepare equipment and materials for processing 1.2 Clean equipment to workplace requirements
2. Rod weasand	2.1 Identify sources of contamination and cross-contamination 2.2 Rod weasand in accordance with workplace health and safety and workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3006C Rod weasand.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3005 Rod weasand

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must rod the weasand.

The candidate must:

- rod the weasand to workplace requirements
- comply with workplace health and safety requirements
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- anatomy relevant to rodding weasand
- workplace health and safety 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

Assessment Conditions

Assessment must be performed in an operating abattoir or knackery.

Competency must be demonstrated at normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge

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- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3006 Seal weasand

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to seal the weasand.

This unit is applicable to workers in abattoirs and knackeries.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Prepare equipment and materials	1.1 Arrange equipment and supplies of materials in preparation for the procedure according to workplace standards. 1.2 Clean equipment and materials to workplace requirements. 1.3 Assemble adequate stores of consumables prior to commencement of work.
2. Seal weasand	2.1 Accurately locate weasand. 2.2 Seal weasand in accordance with workplace requirements. 2.3 Identify sources of contamination and cross-contamination and minimise contamination. 2.4 Identify and meet workplace health and safety requirements.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3007C Seal weasand.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3006 Seal weasand

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must seal the weasand.

The candidate must:

- select and prepare appropriate equipment according to workplace requirements
- report equipment faults according to workplace requirements
- seal weasand according to work instruction
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- anatomy relevant to sealing weasand
- importance of correctly sealing weasand
- methods used for sealing weasand
- potential for contamination and cross-contamination
- applicable work instructions
- workplace health and safety requirements
- equipment required
- relevant regulatory requirements

Assessment Conditions

Assessment must be conducted in an operating abattoir or knackery.

Competency must be demonstrated at normal chain speed.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3007 Ring bung

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to open the hide/pelt from around the bung and free the bung.

This unit is applicable to workers in abattoirs and knackeries.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Ring bung	1.1 Identify and meet workplace health and safety requirements 1.2 Identify and minimise sources of contamination and cross-contamination 1.3 Remove hide or pelt from around the anus and tail area in accordance with work instructions 1.4 Cut anus and vulva (bung) in accordance with work instructions 1.5 Sever tissue around anus and vulva and free anus and vulva with minimal damage 1.6 Trim dags from around anus in accordance with work instructions, and hygiene and sanitation requirements, where this forms part of the work instructions

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3008C Ring bung.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3007 Ring bung

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must open the hide/pelt from around the bung and free the bung.

The candidate must:

- remove hide or pelt 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 communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- apply relevant regulatory and workplace requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- purpose of ringing the bung
- work instruction for ringing the bung
- consequences of incorrectly performing this procedure
- relevant regulatory and workplace requirements
- sources of contamination and cross-contamination

Assessment Conditions

Assessment must be carried out in an operating abattoir or knackery.

Competency must be demonstrated at normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge

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- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

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AMPA3008 Seal bung

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to manually, or with the aid of a machine, seal the bung.

This unit is applicable to workers in abattoirs and knackeries.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare equipment and materials	1.1 Select and prepare materials for the procedure according to workplace standards 1.2 Clean equipment and materials to workplace requirements 1.3 Check and maintain machinery or equipment, if used, in accordance with workplace requirements
2. Seal the bung	2.1 Explain purpose and importance of sealing the bung 2.2 Seal bung in accordance with workplace requirements 2.3 Identify sources of contamination and cross-contamination and minimise contamination 2.4 Identify and meet workplace health and safety requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3009C Seal bung.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3008 Seal bung

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must manually, or with the aid of a machine, seal the bung.

The candidate must:

- seal bung to workplace standards
- apply relevant regulatory requirements
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- anatomy relevant to sealing the bung and the importance of correctly sealing the bung
- work instructions and workplace health and safety requirements
- potential for contamination and cross-contamination
- relevant regulatory requirements

Assessment Conditions

Assessment must be conducted in an operating abattoir or knackery.

Competency must be demonstrated at normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

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Links

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AMPA3009 Split carcase

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to split the carcase.

This unit is applicable to those whose duties include splitting a carcase either manually or using a mechanical saw.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Clean and prepare equipment	1.1 Sterilise and check equipment to ensure it is in operational order according to workplace and health and safety requirements. 1.2 Clean and maintain splitting equipment according to work instructions.
2. Operate splitting equipment	2.1 Use splitting equipment to split carcase according to customer specifications and workplace requirements. 2.2 Spilt carcase according to workplace health and safety requirements.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3010A Split carcase.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3009 Split carcase

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must split the carcase.

The candidate must:

- split carcases accurately with no soft siding
- split carcases in accordance with workplace and health and safety requirements
- perform routine cleaning and maintenance as specified in the work instructions
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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 carcases
- relevant work instructions and Standard Operating Procedures (SOPs)
- workplace health and safety requirements for operating, cleaning and maintaining the saw
- regulatory requirements
- sources of contamination and cross-contamination for carcase splitting

Assessment Conditions

Competency must be assessed at the normal speed of production and over a period of time.

Competency must be demonstrated in accordance with workplace requirements.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge

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- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3010 Overview legging operation

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to understand the legging operation. This unit must be undertaken along with at least one other legging unit.

This unit is applicable to workers removing the hide or pelt of animal from the rear legs in large and small stock.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Explain legging operation	1.1 Identify and explain elements of legging operation 1.2 Identify and explain sources of contamination and cross-contamination 1.3 Identify specific hygiene and sanitation requirements for legging 1.4 Identify product or hide defects resulting from inaccurate cuts 1.5 Identify specific workplace health and safety risks associated with the legging area

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3011C Overview legging operation.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3010 Overview legging operation

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must explain the sequence and workplace requirements of a legging operation.

The candidate must:

- prepare and maintain equipment required during legging operation
- report equipment faults according to workplace requirements
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- apply relevant regulatory and workplace requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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
- equipment used in legging and explain its purpose and care
- specific workplace health and safety requirements in the legging area

Assessment Conditions

This unit must be undertaken with another legging unit and cannot be assessed in isolation.

Assessment must involve the understanding of workplace work instructions.

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A minimum of three different forms of assessment must be used.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3012 Make first leg opening cuts

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes 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.

This unit is applicable to workers in abattoirs and knackeries.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

AMPA3010 Overview legging operation

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Make first leg cuts	1.1 Remove strip of hide along the hock of the first leg in accordance with work instructions. 1.2 Open hide down the inside of the first leg with minimum contamination in accordance with work instructions. 1.3 Maintain compliance with workplace health and safety requirements for the legging area. 1.4 Completely remove udders from lactating females leaving supramammary lymph nodes in accordance with work instructions. 1.5 Remove pizzles and testicles in males in accordance with work instructions. 1.6 Wash hands and sterilise knives before and after trimming. 1.7 Trim milk spillage or any other contamination and dispose of waste in accordance with work instructions.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3012C Make first leg opening cuts.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3012 Make first leg opening cuts

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must perform first leg opening cuts and to remove udders, pizzles and testicles of cattle, buffalo, deer, camels or horses.

The candidate must:

- 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 communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- apply relevant regulatory and workplace requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- methods used to achieve a hide with good shape and consistency
- equipment sterilisation requirements
- consequences of cutting the hide muscle structure and surfaces
- relevant workplace health and safety requirements
- sources of contamination and cross-contamination
- relevant anatomy of the species processed

Assessment Conditions

Assessment must be conducted on a slaughter floor or processing floor of a registered meat processing enterprise.

Competency must be demonstrated at normal chain speed.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3013 Make second leg opening cuts

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to perform second leg opening cuts on the hind leg of cattle, buffalo, camels, horses and deer.

This unit is applicable to abattoirs and knackeries.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

AMPA3010 Overview legging operation

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Make second leg cuts	1.1 Remove strip of hide along the hock of the second leg in accordance with work instructions 1.2 Open hide down the inside of the second leg with minimum contamination in accordance with work instructions 1.3 Identify and comply with workplace health and safety requirements for the legging area 1.4 Wash hands and sterilise knives before and after trimming 1.5 Trim contamination and dispose of waste in accordance with work instructions

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3013C Make second leg opening cuts.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3013 Make second leg opening cuts

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must perform second leg opening cuts on the hind leg of cattle, buffalo, camels, horses or deer.

The candidate must:

- demonstrate methods used to achieve a hide with good shape and consistency
- follow the requirements of the relevant work instruction
- dispose of any trimmings in accordance with work instructions
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- apply relevant regulatory and workplace requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- anatomical features of livestock relevant to second leg opening cuts
- second leg operations and work instructions
- equipment sterilisation requirements
- relevant workplace health and safety requirements
- enterprise quality requirements for hides
- relevant regulatory and workplace requirements

Assessment Conditions

Assessment has to be conducted in an operating meat processing plant.

Competency must be demonstrated at the normal chain speed over a period of time.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3014 Perform legging on small stock

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to perform hind legging operations on small stock such as sheep and goats.

This unit is applicable to those performing legging on the hind legs of small stock.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

AMPA3010 Overview legging operation

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Open the pelt	1.1 Open pelt down the inside of the hind leg from the hock to the pit area in accordance with work instructions. 1.2 Open pelt applying the technique of cuts aimed outwards to minimise damage to tissue or pelt in accordance with work instructions.
2. Remove udders, testicles and pizzles	2.1 Open pelt between the tail and the cod or udder area, and remove pizzle and testicles or udder with zero spillage in accordance with work instructions.
3. Remove the pelt	3.1 Remove pelt from the outside of the leg down to the flank maintaining minimal damage to pelt or tissue in accordance with work instructions. 3.2 Remove hock in accordance with workplace procedures and related equipment is sterilised to avoid cross-contamination, where this forms part of the work instruction.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3014C Perform legging on small stock.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3014 Perform legging on small stock

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must perform hind legging operations on small stock such as sheep and goats.

The candidate must:

- 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 communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- apply relevant regulatory and workplace requirements
- comply with workplace health and safety requirements for the legging area

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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
- workplace health and safety requirements for the legging area
- sources of contamination and cross-contamination

Assessment Conditions

Assessment must be conducted in an operating meat processing plant.

Competency must be demonstrated at normal production speed.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3020 Bone neck

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to bone a neck. This task is usually, but not necessarily, performed on the slaughter floor.

This unit is applicable to workers boning necks on a slaughter floor or in a boning room, smallgoods plant or retail butchery premises.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Bone neck	1.1 Identify neck meat to be boned. 1.2 Identify and trim defects and contaminants in accordance with work instructions. 1.3 Bone neck in accordance with work instructions. 1.4 Bone neck to maximise yield. 1.5 Identify and comply with workplace health and safety requirements.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3015A Bone neck.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3020 Bone neck

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must bone a neck.

The candidate must:

- 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 workplace health and safety requirements
- apply relevant workplace and regulatory requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of

- techniques required to maximise yield
- potential sources of contamination and cross-contamination
- relevant workplace and regulatory requirements
- specific workplace health and safety requirements

Assessment Conditions

Assessment must be conducted in an operating meat processing enterprise.

Competency must be demonstrated at chain/production speed and over a period of time.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs

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Links

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AMPA3021 Perform 'Y' cut

Modification History

Release	TP Version	Comment
2	AMP v2.1	New release to correct prerequisite requirements
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to perform the 'Y' cut on sheep and goat slaughter floors.

This unit is applicable to those performing 'Y' cuts on sheep and goat slaughter floors.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPA3023 Explain opening cuts

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Open the pelt on forelegs	1.1 Open pelt on both forelegs in accordance with workplace requirements. 1.2 Open pelt in accordance with workplace health and safety requirements.
2. Open the pelt	2.1 Open pelt on the neck and brisket in accordance with workplace requirements to avoid the risks of damage and contamination to the carcase. 2.2 Open pelt is opened on the neck and brisket following workplace health and safety requirements.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3016B Perform ‘Y’ cut.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3021 Perform 'Y' cut

Modification History

Release	TP Version	Comment
2	AMP v2.1	New release to correct prerequisite requirements
1	AMPv2.0	Initial release

Performance Evidence

The candidate must perform the 'Y' cut on sheep and goat slaughter floors.

The candidate must:

- demonstrate correct cutting lines
- open the pelt in accordance with the work instruction and at production speed
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- apply relevant workplace health and safety, regulatory and workplace requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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 workplace health and safety, regulatory and workplace requirements
- general anatomy of carcase relevant to the task

Assessment Conditions

Assessment must occur in an operating meat processing plant.

Competency must be demonstrated under normal production conditions at the usual speed of production and according to workplace requirements.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge

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- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3022 Skin head

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to manually remove the hide or pelt from a head.

This unit is applicable to workers making opening cuts in hides or pelts in abattoirs, knackery or game processing establishments.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	**Performance criteria**
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Remove hide or pelt from head	1.1 Remove hide or pelt from head in accordance with workplace requirements 1.2 Remove hide or pelt from head leaving underlying muscle undamaged 1.3 Remove hide or pelt from head in accordance with workplace health and safety requirements 1.4 Identify and manage sources of contamination and cross-contamination according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3017A Skin head.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3022 Skin head

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must manually remove the hide or pelt from a head.

The candidate must:

- 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 carcase
- use communication techniques relevant to work instructions and Standard Operating Procedures (SOPs)
- 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

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- workplace requirements for removing hide or pelt from head
- consequences of incorrectly removing hide or pelt from head
- use of head meat
- relevant regulatory requirements
- workplace health and safety requirements related to removing hide or pelt from head

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at normal chain speed for the meat processing plant.

As a minimum, the following three forms of assessment must be used:

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- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3023 Explain opening cuts

Modification History

Release	TP Version	Comment
2	AMP v2.1	New release to correct prerequisite requirements
1	AMPv2.0	Initial release

Application

This unit describes 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.

This unit is applicable to workers making opening cuts in hides or pelts abattoirs, knackery or game processing establishments.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Explain opening cuts	1.1 Identify steps involved in opening carcase hide or pelt in accordance with work instructions. 1.2 Identify sources of contamination and cross-contamination in accordance with hygiene and sanitation policies. 1.3 Identify hygiene and sanitation requirements. 1.4 Explain purpose of spear cuts. 1.5 Identify and explain quality implications of defective opening cuts for product and hide or pelt 1.6 Identify and explain workplace health and safety requirements associated with opening hides or pelts.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3021C Explain opening cuts.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3023 Explain opening cuts

Modification History

Release	TP Version	Comment
2	AMP v2.1	New release to correct prerequisite requirements
1	AMPv2.0	Initial release

Performance Evidence

The candidate must explain the opening cut process, and identify sources of contamination and the risks to hides, pelts and product.

The candidate must:

- clearly explain the steps, processes and equipment associated with opening cuts
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- apply relevant workplace requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- equipment sterilisation requirements
- economic impact for the enterprise of nicked, soiled or damaged hides or pelts and scored meat
- hygiene, sanitation and workplace health and safety requirements
- possible sources of contamination and cross-contamination during opening cut process
- relevant work instructions
- process of opening hide prior to removal
- 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

Assessment Conditions

Competency must be demonstrated under normal production conditions and at the normal speed of production.

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Competency must be assessed in an operating processing plant.

As a minimum, three different forms of assessment must be used.

Assessors must satisfy the current standards for RTOs.

Links

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AMPA3024 Perform flanking cuts

Modification History

Release	TP Version	Comment
2	AMP v2.1	New release to correct prerequisite requirements
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to split and clear the hide or pelt from the flank area of a carcase.

This unit is applicable to workers in abattoirs, game processing plants and knackeries.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPA3023 Explain opening cuts

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Split hides or pelts	1.1 Correctly split hides or pelts in accordance with work instructions. 1.2 Split hides or pelts avoiding contamination and puncturing. 1.3 Split hides or pelts in accordance with workplace health and safety and workplace requirements.
2. Flank the carcase	2.1 Flank carcase in accordance with work instructions. 2.2 Flank carcase using a knife or air knife with both left and right hand sides flanked. 2.3 Flank carcase without damage to the hides or pelts or contamination of the carcase. 2.4 Remove hides or pelts from the area in accordance with workplace health and safety requirements.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3022C Perform flanking cuts.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3024 Perform flanking cuts

Modification History

Release	TP Version	Comment
2	AMP v2.1	New release to correct prerequisite requirements
1	AMP v2.0	Initial release

Performance Evidence

The candidate must split and clear the hide or pelt from the flank area of a carcase.

The candidate must:

- flank carcase in accordance with work instructions
- demonstrate correct cutting lines for flanking
- use effective knife skills
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- comply with workplace health and safety and regulatory requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- economic impact of nicked, soiled or damaged pelt and scored meat during flanking operation
- flanking work instructions
- workplace health and safety and regulatory requirements
- potential sources of contamination and cross-contamination
- procedures for maintenance, cleaning and sterilisation of knives

Assessment Conditions

Assessment must be conducted in an operating processing plant.

Competency must be demonstrated at the normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge

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- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3025 Perform brisket cuts

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to perform the opening cuts for the brisket area of a carcase.

This unit is applicable to workers opening a hide or pelt in the brisket area.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

AMPA3023 Explain opening cuts

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Open the hide or pelt	1.1 Open hide or pelt in accordance with workplace requirements. 1.2 Open hide or pelt in accordance with workplace health and safety requirements.
2. Clear the hide or pelt	2.1 Where required, clear hide or pelt from around both forelegs in accordance with workplace requirements. 2.2 Clear hide or pelt from brisket area following workplace health and safety requirements to avoid the risks of damage and contamination to the carcase.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3023C Perform brisket cuts.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3025 Perform brisket cuts

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must perform the opening cuts for the brisket area of a carcase.

The candidate must:

- open and clear the hide or pelt in brisket area in accordance with work instruction
- use correct cutting lines
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- apply relevant workplace health and safety and regulatory requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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 workplace health and safety and regulatory requirements
- general anatomy of carcase relevant to the task

Assessment Conditions

Assessment must occur in a registered meat processing plant or facility.

Competency must be demonstrated in an operating meat processing plant or facility at normal production speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

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Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3026 Perform rumping cuts

Modification History

Release	TP Version	Comment
2	AMP v2.1	New release to correct prerequisite requirements
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to remove the hide from the rump area.

This unit is applicable to workers clearing the hide on the rump of large stock.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPA3023 Explain opening cuts

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Pocket the rump	1.1 Pocket rump to work instructions 1.2 Identify and meet workplace health and safety requirements 1.3 Remove hide employing measures and techniques to avoid damage to hide or contamination of the carcase

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3024C Perform rumping cuts.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3026 Perform rumping cuts

Modification History

Release	TP Version	Comment
2	AMP v2.1	New release to correct prerequisite requirements
1	AMPv2.0	Initial release

Performance Evidence

The candidate must remove the hide from the rump area.

The candidate must:

- locate cutting lines for rumping
- complete rumping according to work instructions
- use correct cutting lines
- demonstrate effective knife skills
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- apply relevant regulatory and workplace requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- workplace health and safety 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 carcase relevant to the task

Assessment Conditions

Assessment must occur on a slaughter floor under normal operating conditions.

Competency must be demonstrated at normal production speed.

As a minimum, the following three forms of assessment must be used:

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- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3027 Perform rosette cuts

Modification History

Release	TP Version	Comment
2	AMP v2.1	New release to correct prerequisite requirements
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to open and clear the hides or pelts from the neck and shoulders.

This unit is applicable to workers performing rosette opening cuts.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPA3023 Explain opening cuts

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Open the hides or pelts	1.1 Open hides or pelts around the shoulders 1.2 Open hides or pelts in accordance with workplace instructions 1.3 Open hides or pelts in accordance with workplace health and safety requirements
2. Clear the hides or pelts	2.1 Clear hides or pelts from both sides of neck and deep into the neck and shoulders, clearing the brisket in accordance with workplace requirements 2.2 Clear hides or pelts from shoulder area in accordance with workplace health and safety requirements 2.3 Clear hides or pelts without damaging the carcase, hides or pelts

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3025C Perform rosette cuts.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3027 Perform rosette cuts

Modification History

Release	TP Version	Comment
2	AMP v2.1	New release to correct prerequisite requirements
1	AMPv2.0	Initial release

Performance Evidence

The candidate must open and clear the hides or pelts from the neck and shoulders.

The candidate must:

- 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 communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- apply relevant workplace health and safety and regulatory requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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 the implications for the business
- relevant workplace health and safety and regulatory requirements
- sources of contamination and cross-contamination
- general anatomy of carcase relevant to the task

Assessment Conditions

Assessment must occur in a registered meat processing plant or facility.

Competency must be demonstrated in an operating meat processing plant or facility at normal production speed.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3028 Perform midline cuts

Modification History

Release	TP Version	Comment
2	AMP v2.1	New release to correct prerequisite requirements
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to perform midline cuts to open and release the hide or pelt from the belly area of a carcase.

This unit is applicable to abattoirs, game processing plants and knackeries.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPA3023 Explain opening cuts

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Separate hides or pelts from belly area	1.1 Separate hides or pelts from belly area according to workplace requirements 1.2 Correctly separate hides or pelts from belly area using spear cuts from inside of hide or pelt to avoid contamination from the hide or pelt, fleece or hair 1.3 Identify sources of contamination and cross-contamination 1.4 Identify and comply with workplace health and safety requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3026C Perform midline cuts.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3028 Perform midline cuts

Modification History

Release	TP Version	Comment
2	AMP v2.1	New release to correct prerequisite requirements
1	AMPv2.0	Initial release

Performance Evidence

The candidate must perform midline cuts to open and release the hide or pelt from the belly area of a carcase.

The candidate must:

- locate and demonstrate correct cutting lines and techniques for midline cuts
- separate hides or pelts from belly area according to the work instruction
- avoid damage to the hide or pelt and meat
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- correct cutting lines and techniques for midline cuts
- relevant work instructions
- workplace health and safety requirements
- 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

Assessment Conditions

Assessment must be performed in an operating processing plant.

Competency must be demonstrated at normal chain speed.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3029 Scald and dehair carcase

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to scald and de-hair pigs and other species such as goats.

This unit is applicable to workers in abattoirs and knackeries.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1.Scald exterior covering	1.1 Scald carcase according to workplace requirements 1.2 Carry out scalding procedures according to workplace health and safety requirements
2. Remove hair	2.1 Remove hair according to workplace requirements 2.2 Remove hair according to workplace health and safety requirements
3. Clean/shave carcase	3.1 Clean or shave carcase according to workplace health and safety requirements 3.2 Trim contaminants from carcase

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3031C Scald and de-hair carcase.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3029 Scald and dehair carcase

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must scald and de-hair pigs and other species such as goats.

The candidate must:

- 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 workplace health and safety and regulatory requirements
- monitor the scalding process including water temperature, where part of the workplace requirements
- report equipment faults according to workplace requirements
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- correct use of hair removal equipment
- implications of knife stalls
- potential for contamination and cross-contamination
- work instructions relevant to the task
- relevant workplace health and safety and regulatory requirements

Assessment Conditions

Assessment must be conducted in an operating processing plant.

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Competency must be demonstrated at the normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3030 Operate pelt puller

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate a pelt puller.

This unit is applicable to plants processing sheep and goats.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Clean and prepare equipment	1.1 Clean and prepare equipment according to workplace requirements 1.2 Perform routine maintenance and checks according to work instructions
2. Position carcase	2.1 Position carcase and attach to pelt puller according to work instructions and workplace health and safety requirements
3. Operate pelt puller	3.1 Start and operate pelt puller according to work instructions 3.2 Identify and comply with workplace health and safety requirements 3.3 Monitor operation of puller and report damage to the carcase or pelts to the supervisor 3.4 Dispose of pelts in accordance with work instructions 3.5 Keep work area neat and tidy and clear of pelts

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3032C Operate pelt puller.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3030 Operate pelt puller

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate a pelt puller.

The candidate must:

- operate a pelt puller to workplace standards
- apply relevant workplace health and safety and regulatory requirements
- report defective operation of puller clearly, accurately and promptly
- report malfunctions of puller or pelt removal not achieving workplace requirements
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- take corrective action as specified in work instructions

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- general operation of the puller
- work instructions for the operation and routine maintenance of the pelt puller
- relevant workplace health and safety and regulatory requirements
- emergency procedures relating to pelt puller and positioning of carcase
- potential for contamination and cross-contamination and the required corrective actions

Assessment Conditions

Competency must be demonstrated at normal chain speed.

Assessment must be conducted in an operating processing plant.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge

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- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

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AMPA3031 Operate hide puller

Modification History

Release	TP Version	Comment
2	AMP v2.1	New release to correct prerequisite requirements
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate a hide puller.

This unit is applicable to workers in abattoirs, knackeries and wild game processing establishments.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare equipment	1.1 Prepare and check equipment for operation according to workplace requirements
2. Position carcase	2.1 Chain carcase according to workplace and health and safety requirements 2.2 Attach chains (hide puller) to hide, where this forms part of work instructions 2.3 Complete opening cuts, where this forms part of work instructions
3. Operate hide puller	3.1 Operate hide puller to work instructions 3.2 Operate rise and fall platform to workplace requirements, where this forms part of work instructions 3.3 Use knife or air knife to ensure hide removal is carried out without damage to hide or carcase 3.4 Achieve compliance with workplace health and safety requirements 3.5 Lower hide and disconnect from chain, where this forms part of work instructions

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3033C Operate hide puller.

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Assessment Requirements for AMPA3031 Operate hide puller

Modification History

Release	TP Version	Comment
2	AMP v2.1	New release to correct prerequisite requirements
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate a hide puller.

The candidate must:

- position carcase securely and safely, where part of work instructions
- comply with workplace health and safety 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 communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- general operation of the puller
- work instructions
- potential for contamination and cross-contamination
- relevant regulatory requirements
- maintenance requirements for hide puller
- workplace health and safety issues related to the operation of the hide puller

Assessment Conditions

Competency must be demonstrated at the normal rate of production.

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Assessment must be conducted on an operating slaughter floor or game meat processing establishment.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3032 Remove pelt manually

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes with the skills and knowledge required to remove a pelt or exterior covering manually without a mechanical aid.

This unit is applicable to workers removing a pelt by hand.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Position carcase	1.1 Secure carcase according to workplace requirements
2. Complete opening cuts	2.1 Cut leg so that all cuts to the pelt are directed outwards, where this forms part of work instructions 2.2 Punch pockets down each flank without damage to muscles or selvedge (where this forms part of work instructions) 2.3 Pull pelt 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 Remove covering completely without damage to the subcutaneous fat cover 3.2 Dispose of covering in accordance with work instructions

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

The unit is equivalent to MTMP3034C Remove pelt manually.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3032 Remove pelt manually

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must remove a pelt or exterior covering manually without a mechanical aid.

The candidate must:

- remove the pelt cleanly and in accordance with work instructions
- apply relevant workplace health and safety and regulatory requirements
- work cleanly and avoid the risks of contamination to the carcase
- apply relevant communication skills

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- procedure for trimming of contaminants
- potential for contamination and cross-contamination
- relevant workplace health and safety and regulatory requirements
- work instructions

Assessment Conditions

Competency must be demonstrated at the normal chain speed.

Assessment must be conducted in an operating processing plant.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

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Links

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AMPA3033 Bed dress carcase

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to bed dress cattle, deer or buffalo.

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.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Position carcase	1.1 Position carcase correctly in cradle to provide good access by operators in accordance with workplace requirements. 1.2 Position carcase in accordance with workplace health and safety requirements.
2 Complete opening cuts	2.1 Perform opening cuts in accordance with workplace requirements. 2.2 Identify and meet workplace health and safety requirements. 2.3 Split hide correctly from the udder/cod and to the point of the brisket with outward cuts to avoid contamination and puncturing. 2.4 Flank carcase with both left and right sides split from the flank to the shoulder area. 2.5 Carefully make opening cuts around both forelegs with incision from pit to hock. 2.6 Clear hide from both forelegs in accordance with workplace procedures. 2.7 Open hide to the neck along the length of the brisket. 2.8 Clear hide from both sides of neck and deep into the neck and shoulders clearing the brisket.
3 Remove hide	3.1 Remove hide employing measures and techniques to avoid damage to, or contamination of, carcase. 3.2 Dispose of hide in accordance with workplace requirements. 3.3 Perform all operations in accordance with workplace health and safety requirements.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3036C Bed dress carcase.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3033 Bed dress carcase

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must bed dress cattle, deer or buffalo.

The candidate must:

- 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 workplace health and safety and regulatory requirements
- operate, clean and maintain equipment according to workplace requirements
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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 workplace health and safety and regulatory requirements
- general anatomy of carcase relevant to the task

Assessment Conditions

Assessment must occur in a registered meat processing plant.

Competency must be demonstrated at normal production speed.

As a minimum, the following three forms of assessment must be used:

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- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3034 Eviscerate animal carcase

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to eviscerate an animal carcase.

This unit is applicable to workers eviscerating carcases in a registered meat processing plant.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Remove internal organs and tissues	1.1 Identify organs and tissues 1.2 Remove pluck without contaminating the carcase and in accordance with work instructions 1.3 Remove digestive tract in accordance with work instructions 1.4 Present organs for inspection according to regulatory requirements 1.5 Identify and comply with workplace health and safety requirements 1.6 Identify sources of contamination and cross-contamination 1.7 Take corrective action in the event of contamination in line with workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3037C Eviscerate animal carcase.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3034 Eviscerate animal carcase

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must eviscerate an animal carcase.

The candidate must:

- 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 workplace health and safety requirements
- comply with workplace health and safety requirements
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- work with team members to ensure offal is presented correctly for inspection

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- procedures for safe and hygienic use of knife
- work instructions, including corrective action requirements
- relevant workplace health and safety and regulatory requirements
- 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

Assessment Conditions

Assessment must be conducted in a registered meat processing establishment.

Competency must be demonstrated at the normal rate of production.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3040 Operate brisket cutter or saw

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to cut the brisket prior to evisceration using a pneumatic cutter, saw or any other mechanical aid.

This unit is applicable to workers opening the brisket prior to evisceration.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare, clean and maintain equipment	1.1 Complete pre-operational checks of equipment according to workplace requirements 1.2 Perform routine cleaning, sterilisation and maintenance in accordance with work instructions
2. Operate brisket saw or scissors	2.1 Position brisket saw or scissors in the score mark at the top of the brisket in accordance with work instructions 2.2 Follow score mark 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 2.3 Identify and comply with workplace health and safety requirements 2.4 Follow corrective action procedures in accordance with work instructions

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3038C Operate brisket cutter, saw.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3040 Operate brisket cutter or saw

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must cut the brisket prior to evisceration using a pneumatic cutter, saw or any other mechanical aid.

The candidate must:

- maintain, clean and sterilise brisket saw, cutter or scissors in accordance with work instructions
- 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 communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- corrective action if contamination or cross-contamination of the carcase occurs
- workplace health and safety 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

Assessment Conditions

Competency must be demonstrated in an operating meat processing plant or facility at normal production speed.

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Assessment must occur in a registered meat processing plant or facility.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3042 Backdown pig carcase

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to do the preparatory knife work marking a pig carcase prior to splitting.

This unit is applicable to workers on a pig slaughter floor, boning room or game processing establishment.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Backdown a pig carcase	1.1 Backdown carcase according to workplace requirements 1.2 Identify and apply workplace health and safety requirements 1.3 Identify and minimise sources of contamination and cross-contamination associated with backing down

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3041C Backdown pig carcase.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3042 Backdown pig carcase

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must do the preparatory knife work marking a pig carcase prior to splitting.

The candidate must:

- backdown a pig carcase to workplace requirements and at the speed of production
- identify and minimise contamination risks
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- purpose of backing down
- relevant regulatory requirements
- potential sources of contamination and cross-contamination

Assessment Conditions

Assessment must be conducted in an operating processing plant.

Competency must be demonstrated in the workplace at normal production speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

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Links

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AMPA3043 Prepare head for inspection

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to prepare a head for inspection by exposing the required glands and lymph nodes.

This unit is applicable to those preparing heads for inspection by specifically exposing nominated glands.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare heads for inspection	1.1 Identify glands and lymph nodes to be exposed 1.2 Cut away tissue to expose glands and lymph nodes in accordance with work instructions and regulatory requirements 1.3 Identify and minimise sources of potential contamination and cross-contamination 1.4 Identify and follow workplace health and safety requirements for the preparation of heads for inspection

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3042C Prepare head for inspection.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3043 Prepare head for inspection

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must prepare a head for inspection by exposing the required glands and lymph nodes.

The candidate must:

- prepare head for inspection in accordance with work instructions and regulatory requirements
- identify contamination and take appropriate action
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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

Assessment Conditions

Assessment must occur in a registered meat processing plant or facility.

Competency must be demonstrated in an operating meat processing plant or facility at normal production speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration

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- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3044 Operate air knife

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate an air knife.

This unit is applicable to workers using an air knife in a range of jobs in abattoirs, knackeries and game processing establishments.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Operate air knife	1.1 Use air knife in accordance with workplace requirements 1.2 Operate air knife in accordance with workplace health and safety requirements 1.3 Perform basic maintenance of the knife

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3043B Operate air knife.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3044 Operate air knife

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate an air knife.

The candidate must:

- 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 communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- apply the hygiene and sanitation requirements for that work station

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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 them

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at the normal chain speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge

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- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

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AMPA3045 Drop sock and pull shoulder pelt

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to perform the opening cut drop sock and pull shoulder pelt on sheep and goats.

This unit is applicable to the slaughter floor task involving the freeing of the pelt from the forequarter of sheep or goats.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Open pelt	1.1 Open pelt in accordance with workplace requirements 1.2 Open pelt in accordance with workplace health and safety requirements
2. Clear pelt	2.1 Clear pelt from around both forelegs in accordance with workplace requirements 2.2 Clear pelt from shoulder area following workplace health and safety requirements to avoid the risks of damage and contamination to the carcase

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3044B Drop sock and pull shoulder pelt.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3045 Drop sock and pull shoulder pelt

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must perform the opening cut drop sock and pull shoulder pelt on sheep and goats.

The candidate must:

- use correct cutting lines
- open and clear the pelt according to workplace requirements and at production speed
- apply relevant workplace health and safety and regulatory requirements
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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 workplace health and safety and regulatory requirements
- potential sources of contamination and cross-contamination
- ways of minimising contamination
- general anatomy of carcase relevant to the task

Assessment Conditions

Competency must be assessed in an operating processing plant.

Competency must be demonstrated at the normal chain speed.

As a minimum, the following three forms of assessment must be used:

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- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3046 Undertake retain rail operations

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to perform retain rail operations to remove contamination, pathology and dressing defects identified by inspection staff.

This unit is applicable to workers on a slaughter floor or in a game processing plant.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Trim carcase on retain rail	1.1 Identify and explain retain rail procedure 1.2 Identify defects that need trimming under a meat inspector's supervision 1.3 Trim defects in accordance with work instructions and meat inspector's direction 1.4 Trim defects in accordance with hygiene and sanitation requirements. 1.5 Trim defects in accordance with workplace health and safety requirements 1.6 Satisfy inspectors' requests and maximise yield when defects are trimmed 1.7 Dispose of trimmings in accordance with workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3045B Undertake retain rail.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3046 Undertake retain rail operations

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must perform retain rail operations to remove contamination, pathology and dressing defects identified by inspection staff.

The candidate must:

- trim defects on carcases (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 and maintains yield
- dispose of trim in accordance with work instructions
- communicate appropriately with meat inspectors and other relevant workplace personnel
- apply relevant regulatory requirements
- provide and accept feedback in order to improve performance from colleagues and meat inspectors

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- potential sources of contamination or cross-contamination
- retain rail procedures
- relevant regulatory requirements
- types of defects which result in carcases being retained.
-

Assessment Conditions

Assessment must be undertaken in an operating abattoir or game processing plant.

Competency must be demonstrated when the chain is working at the normal rate of production.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3047 Prepare and present viscera for inspection

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to prepare and present offal (viscera) to a government authorised meat safety officer for inspection.

This unit is applicable to abattoirs and game processing plants.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare offal and internal tissues for inspection	1.1 Identify offal and internal tissue to be inspected 1.2 Separate hearts and lungs for inspection according to workplace requirements 1.3 Identify and minimise sources of potential contamination and cross-contamination 1.4 Handle offal and internal tissue without causing damage and/or contamination
2. Present offal and internal tissue for inspection	2.1 Present viscera for inspection according to workplace and regulatory requirements 2.2 Identify and follow workplace health and safety requirements for the presentation of offal for inspection, including those for manual handling

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3046A Prepare and present viscera for inspection.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3047 Prepare and present viscera for inspection

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must prepare and present offal for inspection to a government authorised meat safety officer.

The candidate must:

- handle offal to avoid bile, ingesta, excreta or content contamination
- present offal for inspection in accordance with regulatory, workplace health and safety, hygiene and sanitation, and workplace requirements
- identify the organs processed on the viscera table

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- inspection process
- workplace, health and safety, hygiene and sanitation, and regulatory requirements for the presentation of offal for inspection

Assessment Conditions

Assessment must be conducted on an operating slaughter floor.

Competency must be demonstrated at the normal rate of production.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

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Links

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AMPA3048 Bone small stock carcase - leg

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to remove primal cuts from the leg of a small stock carcase.

This unit is applicable to workers boning small stock legs in boning rooms, food services operations, smallgoods plants, wholesale and retail operations.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify specifications for cuts	1.1 Determine specifications for cuts using cut descriptions according to regulatory requirements, customer specifications and workplace requirements.
2. Bone leg	2.1 Slice and remove primal cuts from leg according to work instructions and specifications. 2.2 Cut primal lines in compliance with regulatory requirements. 2.3 Handle meat safety and quality hazards according to workplace procedures. 2.4 Cut primals to maximise yield. 2.5 Bone product in accordance with workplace health and safety requirements including the use of safe manual handling techniques and the safe and effective use of a knife.
3. Identify and remove defects	3.1 Identify, remove and report defects according to government regulations and workplace standards. 3.2 Report persistent defects to supervisor in accordance with work instructions.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3052C Bone small stock carcase – leg.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3048 Bone small stock carcase - leg

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must remove primal cuts from the leg of a small stock carcase.

The candidate must:

- 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 workplace health and safety requirements
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs) when reporting to supervisors and interacting with team members
- use equipment correctly

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- dropped meat procedures
- workplace health and safety requirements for boning small stock
- procedure for cuts required to maximise yields for a given carcase
- structure of the carcase and cutting lines
- work instruction for the removal of all primals to desired specifications
- workplace and customer specifications
- carcase defects and corrective actions to be taken
- sources of contamination and cross-contamination and the ways of minimising the contamination

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Assessment Conditions

Assessment must be conducted in a registered operating meat processing plant or facility.

Competency must be demonstrated at a normal rate of production.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3049 Slice and trim leg - small stock

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes 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.

This unit is applicable to workers in boning rooms, food service operations, smallgoods plants, wholesale and retail operations.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify specifications for cuts	1.1 Determine specifications for cuts using cut descriptions according to regulatory requirements, customer specifications and workplace requirements
2. Slice and trim primary meat cuts	2.1 Slice primary meat cuts into finished meat cuts according to specifications and work instructions 2.2 Meet workplace health and safety requirements including the safe and effective use of knives and safe manual handling techniques 2.3 Follow dropped meat procedures in accordance with workplace requirements
3. Identify and remove defects	3.1 Identify, remove and report defects according to government regulations and workplace standards 3.2 Report persistent defects to supervisor in accordance with work instructions

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3054C Slice and trim leg – small stock.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3049 Slice and trim leg - small stock

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must slice and trim relevant cuts of meat from small stock legs, such as from sheep, pigs, goats, game animals such as kangaroos, wallabies and other small stock processed for human consumption or pet meat.

The candidate must:

- slice and trim the legs according to specifications and work instructions
- check the accuracy of cutting lines
- identify contamination and take corrective action
- identify contamination or abnormalities and handle according to workplace and regulatory requirements
- identify finished cuts
- comply with workplace health and safety requirements
- apply relevant communication skills when reporting to supervisors and interacting with team members

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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 carcase cutting lines
- relevant specifications for meat cuts sliced and trimmed from legs

Assessment Conditions

Assessment must be conducted in an operating and registered meat processing plant or premises.

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Competency must be demonstrated at the normal rate of production for that plant.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3050 Bone large stock carcase - forequarter

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to remove primal cuts from the forequarter of large stock carcases, including beef, horse, and buffalo.

This unit is applicable to workers in boning rooms, food service operations, smallgoods plants, wholesale and retail operations.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify specifications for cuts	1.1 Determine specifications for forequarter cuts using cut descriptions according to regulatory requirements, customer specifications and workplace requirements
2. Remove primal cuts from forequarter of carcase	2.1 Remove primal cuts from the forequarter according to and specifications 2.2 Cut primal lines in compliance with regulatory requirements 2.3 Deal with meat safety and quality hazards according to workplace procedures 2.4 Remove primal cuts from carcase according to workplace health and safety requirements including safe manual handling techniques and safe effective use of a knife 2.5 Cut primals from a carcase using a technique that maximises yield
3. Identify, remove and trim defects	3.1 Identify and deal with defects and contamination according to workplace requirements 3.2 Report persistent defects in carcases to a supervisor in accordance with work instructions

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.	

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
AMPA3050 Bone large stock carcase - forequarter Release 2	AMPA3050 Bone large stock carcase - forequarter Release 1	Minor wording change made to PC 2.1	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3050 Bone large stock carcase - forequarter

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Performance Evidence

The candidate must remove primal cuts from the forequarter of large stock carcases, such as beef, horse, buffalo

The candidate must:

- demonstrate the procedure for boning large stock carcase forequarter primal cuts in accordance with workplace requirements
- bone product in safe and hygienic manner
- identify primals containing contamination or abnormalities and handle according to workplace and regulatory requirements
- maintain the accuracy of cutting lines
- use equipment correctly
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs) when reporting to supervisor or interacting with team members.
-

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- personal hygiene, dropped meat and workplace health and safety 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.

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Assessment Conditions

Assessment must be conducted in a registered, operating meat processing plant or premises.

Competency must be demonstrated at the normal rate of production for that plant.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3051 Bone large stock carcase - hindquarter

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to remove primal cuts from the hindquarter of large stock carcases, including beef, horse and buffalo.

This unit is applicable to workers in boning rooms, food service operations, smallgoods plants, wholesale and retail operations.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify specifications for cuts	1.1 Identify specifications for hindquarter cuts, including those from the silverside, rumps and flanks, using cut descriptions according to regulatory requirements, customer and workplace requirements
2. Remove primal cuts from hindquarter of carcase	2.1 Remove primal cuts from the hindquarter according to specifications 2.2 Bone product in accordance with workplace health and safety requirements including the use of safe manual handling techniques and the safe and effective use of a knife 2.3 Cut primal lines in compliance with regulatory requirements 2.4 Deal with meat safety and quality hazards according to work instruction procedures 2.5 Cut primals to maximise yield
3. Identify and remove defects	3.1 Trim and deal with defects and contamination according to workplace requirements 3.2 Report persistent defects to supervisors in accordance with work instructions

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.	

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
AMPA3051 Bone large stock carcase - hindquarter Release 2	AMPA3051 Bone large stock carcase - hindquarter Release 1	Minor wording change made to PC 2.1	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3051 Bone large stock carcase - hindquarter

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Performance Evidence

The candidate must remove primal cuts from the hindquarter of large stock carcases, such as beef, horse and buffalo.

The candidate must:

- 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
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs) when reporting to supervisors and interacting with team members.

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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
- relevant workplace health and safety requirements.

Assessment Conditions

Assessment must be conducted in a registered, operating meat processing plant or premises.

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Competency must be demonstrated at the normal rate of production for that plant.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3052 Slice and trim large stock forequarter

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to slice and trim forequarter cuts from large carcases to specification.

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.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element
1. Identify specifications for cuts	1.1 Determine specifications for cuts using cut descriptions according to regulatory requirements, customer and workplace requirements
2. Slice and trim forequarter primary meat cuts into finished meat cuts	2.1 Slice primary meat cuts into finished meat cuts according to specifications and work instructions 2.2 Slice primary meat cuts in accordance with workplace health and safety requirements including safe knife and manual handling techniques 2.3 Report persistent defects to supervisor in accordance with work instructions
3. Follow dropped meat procedures	3.1 Follow dropped meat procedures according to workplace requirements
4. Identify and remove defects	4.1 Identify, remove and report defects according to government regulations and workplace standards

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3057C Slice and trim large stock forequarter

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3052 Slice and trim large stock forequarter

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must slice and trim forequarter cuts from large carcases to specification.

The candidate must:

- 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 communication skills relevant to work instructions and Standard Operating Procedures (SOPs) when reporting to supervisors and interacting with team members
- follow dropped meat procedures according to workplace requirements.

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- primal or sub primal cutting lines as they relate to workplace specifications and regulatory requirements
- carcase 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
- workplace health and safety requirements for slicing
- product slicing and trimming requirements as identified in customer and workplace specifications.

Assessment Conditions

Assessment must be conducted in a registered, operating meat processing plant or premises.

Competency must be demonstrated at the normal rate of production for that plant.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3053 Slice and trim large stock hindquarter

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to slice and trim hindquarter cuts to specification, from large carcases such as beef, horse and buffalo.

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.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify specifications for cuts	1.1 Determine specifications for cuts using cut descriptions according to regulatory requirements, customer specifications and workplace requirements
2. Slice and trim hindquarter primary meat cuts into finished meat cuts	2.1 Slice hindquarter primary meat cuts into finished meat cuts according to work instructions and specifications 2.2 Follow dropped meat procedures in accordance with workplace requirements 2.3 Meet workplace health and safety requirements, including safe knife and manual handling techniques
3. Monitor defects and contamination	3.1 Identify defects and take corrective action according to work instructions 3.2 Report persistent defects to supervisor in accordance with work instructions

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3058C Slice and trim large stock hindquarter.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3053 Slice and trim large stock hindquarter

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must slice and trim hindquarter cuts to specification, from large carcases such as beef, horse and buffalo.

The candidate must:

- 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
- follow dropped meat procedures in accordance with workplace requirements
- meet workplace health and safety requirements, including safe knife and manual handling techniques
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- recognise and explain mathematical information contained in specifications.

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- primal or sub primal cutting lines as they relate to workplace specifications and 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.

Assessment Conditions

Assessment must be conducted in a registered, operating meat processing plant or premises.

Competency must be demonstrated at the normal rate of production for that plant.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3054 Break carcase using a bandsaw

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to break a carcase using a bandsaw.

This unit is applicable to workers in abattoirs, boning rooms, knackeries, food services, smallgoods plants, wholesale and retail operations.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX201 Prepare and operate a bandsaw

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify specifications for cuts	1.1 Determine specifications for cuts using cut descriptions according to regulatory requirements, customer specifications and workplace requirements.
2. Break carcase using a bandsaw	2.1 Position carcase securely and safely. 2.2 Split carcase, then remove shoulders, middles and legs according to work instructions and specifications. 2.3 Split carcase in accordance with workplace health and safety requirements including the use of safe manual handling techniques and the safe use of a bandsaw.
3. Identify and remove defects	3.1 Trim defects and contamination and deal with according to workplace requirements. 3.2 Report persistent defects to supervisors in accordance with work instructions.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3059C Break carcase using a bandsaw

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3054 Break carcase using a bandsaw

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must break a carcase using a bandsaw.

The candidate must:

- break a carcase using a bandsaw according to work instructions and specifications for one or more species
- apply workplace health and safety requirements
- 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 communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- workplace health and safety requirements relevant to the task
- 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.

Assessment Conditions

Assessment must be conducted in a registered, operating meat processing plant or premises.

Competency must be demonstrated at the normal rate of production for that plant.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3062 Operate trunk boning machine

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate a trunk boning machine.

This unit is applicable to workers in boning rooms, food services and wholesale operations.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Perform preparatory cuts	1.1 Take trunks from the chain and select for de-boning according to workplace specifications. 1.2 Inspect trunks for defects and trim or dispose of in accordance with workplace requirements. 1.3 Make preparatory cuts along the spine prior to mechanical boning in accordance with work instructions.
2. De-bone trunks mechanically	2.1 Position trunk in accordance with work instruction. 2.2 Operate mechanical trunk boning machinery in accordance with work instructions. 2.3 Perform routine equipment and bone checks, cleaning and maintenance according to work instructions. 2.4 Identify and follow workplace health and safety requirements. 2.5 Dispose of bones and trunk meat in accordance with workplace requirements, keeping the work area neat and tidy. 2.6 Report out-of-specification performance by the boning machinery to supervisor in accordance with work instructions.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3061C Operate trunk boning machine

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3062 Operate trunk boning machine

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate a trunk boning machine.

The candidate must:

- 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 communication and mathematical skills relevant to work instructions and Standard Operating Procedures (SOPs)
- apply relevant regulatory requirements.

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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 workplace health and safety requirements
- relevant regulatory requirements
- work instruction.

Assessment Conditions

Assessment must be conducted in a registered, operating meat processing plant or premises.

Competency must be demonstrated at the normal rate of production for that plant.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3063 Bone small stock carcase - shoulder

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to remove primal cuts from the shoulder of a small stock carcase. Species covered by this unit include sheep, goats, pigs, kangaroos and any other small stock species processed.

This unit is applicable to those boning small stock shoulders. Workers will be employed in boning rooms, food services, wholesale and retail operations.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify specifications for cuts	1.1 Determine specifications for cuts using cut descriptions according to regulatory standards, customer specifications and workplace requirements
2. Bone shoulder	2.1 Slice and remove primal cuts from the carcase according to work instructions and specifications 2.2 Slice and remove primal cuts from the carcase according to workplace health and safety requirements including the safe and effective use of a knife and following safe manual handling techniques 2.3 Cut primal lines in compliance with regulatory requirements 2.4 Handle meat safety and quality hazards according to workplace procedures 2.5 Cut primals to maximise yield
3. Identify and remove defects	3.1 Identify, remove and report defects according to government regulations and workplace standards 3.2 Report persistent defects to supervisor in accordance with work instructions

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3062B Bone small stock carcase – shoulder

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3063 Bone small stock carcase - shoulder

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

Candidates must consistently bone small stock carcase shoulders at production speed.

Candidates must:

- operate equipment in accordance with workplace requirements
- correctly identify the cut specifications
- bone the shoulder in accordance with workplace requirements
- check and correct, where necessary, the accuracy of cutting lines
- identify and remove defects
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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.

Assessment Conditions

Competency must be demonstrated in an operating meat processing plant or facility at normal production speed.

Assessment must occur in a registered meat processing plant or facility.

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As a minimum, the following three forms of assessment must be used:

- demonstration in the workplace or simulated environment
- quiz of underpinning knowledge
- workplace referee or third-party report of performance over time.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3064 Bone small stock carcase - middle

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to remove primal cuts from the trunk of a small stock carcase. Species covered by this unit include sheep, goats, pigs, kangaroos and any other small stock species processed.

This unit is applicable to workers in boning rooms, food services, pet food, wholesale and retail operations.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify specifications for cuts	1.1 Determine specifications for cuts using cut descriptions according to regulatory standards, customer specifications and workplace requirements
2. Bone middle	2.1 Slice and remove primal cuts from carcase according to work instructions and specifications 2.2 Slice and remove primal cuts from carcase according to workplace health and safety requirements including the safe and effective use of a knife and following safe manual handling techniques 2.3 Cut primal lines in compliance with regulatory requirements 2.4 Handle meat safety and quality hazards according to workplace procedures 2.5 Cut primals to maximise yield
3. Identify and remove defects	3.1 Identify, remove and report defects according to government regulations and workplace standards 3.2 Report persistent defects to supervisor in accordance with work instructions

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3063B Bone small stock carcase – middle

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3064 Bone small stock carcase - middle

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must remove primal cuts from the trunk of a small stock carcase.

The candidate must:

- prepare and operate equipment according to workplace requirements
- check and correct where necessary, the accuracy of cutting lines
- bone the middle according to the work instructions and specifications, and at production speed
- identify contamination or abnormalities and handle according to workplace and regulatory requirements
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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
- relevant regulatory requirements
- carcase defects and appropriate corrective actions.

Assessment Conditions

Assessment must occur in a registered meat processing plant or facility.

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Competency must be demonstrated in an operating meat processing plant or facility at normal production speed.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3065 Slice small stock carcase - shoulder

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to slice and trim the relevant cuts of meat from the shoulder of a small stock carcase.

This unit is applicable to workers in boning rooms, food service operations, smallgoods plants, wholesale and retail operations.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify specifications for cuts	1.1 Determine specifications for cuts using cut descriptions according to regulatory standards, customer specifications and workplace requirements
2. Slice and trim primary meat cuts	2.1 Slice primary meat cuts into finished meat cuts according to specifications and work instructions 2.2 Slice primary meat cuts into finished meat cuts following workplace health and safety requirements including safe manual handling techniques and the safe and effective use of knives 2.3 Follow dropped meat procedures in accordance with workplace requirements 2.4 Take corrective action to ensure out-of-specification product is not forwarded for packing
3. Identify and remove defects	3.1 Identify, remove and deport defects according to government regulations and workplace standards 3.2 Report persistent defects to supervisor in accordance with work instructions

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3064B Slice small stock carcase – shoulder

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3065 Slice small stock carcase - shoulder

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must slice and trim the relevant cuts of meat from the shoulder of a small stock carcase.

The candidate must:

- slice and trim small stock shoulder as specified in the work instruction
- check and adjust the accuracy of small stock cutting lines
- identify primal cuts
- identify out-of-specification product
- apply relevant regulatory requirements
- report defects accurately, promptly and in accordance with work instructions
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs) when reporting to supervisors and interacting with team members.

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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.

Assessment Conditions

Assessment must be conducted in a registered, operating meat processing plant or premises.

Competency must be demonstrated at the normal rate of production for that plant.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3066 Slice small stock carcase - middle

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to slice and trim relevant cuts of meat from the middle (trunk) of a small stock carcase.

This unit is applicable to workers in boning rooms, food services, pet food, wholesale and retail operations.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify specifications for cuts	1.1 Determine specifications are determined using cut descriptions according to regulatory requirements, customer specifications and workplace requirements
2. Slice and trim primary meat cuts	2.1 Slice primary meat cuts into finished meat cuts according to specifications and work instructions 2.2 Slice primary meat cuts into finished meat cuts following workplace health and safety requirements including safe manual handling techniques and the safe and effective use of knives 2.3 Follow dropped meat procedures in accordance with workplace requirements 2.4 Take corrective action to ensure out-of-specification product is not forwarded for packing
3. Identify and remove defects	3.1 Identify, remove and report defects reported according to government regulations and workplace standards 3.2 Report persistent defects to supervisor in accordance with work instructions

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is quivalent to MTMP3065B Slice small stock carcase – middle

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3066 Slice small stock carcase - middle

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must slice and trim relevant cuts of meat from the middle (trunk) of a small stock carcase.

The candidate must:

- check and adjust the accuracy of small stock cutting lines
- identify primal cuts
- slice primary meat cuts into finished meat cuts following the work instruction and at production speed
- identify out-of-specification product
- apply relevant regulatory requirements
- report defects accurately, promptly and in accordance with work instructions
- apply relevant communication skills relevant to work instructions and Standard Operating Procedures (SOPs) when reporting to supervisors and interacting with team members.

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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 product
- workplace health and safety requirements
- relevant regulatory requirements.

Assessment Conditions

Assessment must be conducted in a registered, operating meat processing plant or premises.

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Competency must be demonstrated at the normal rate of production for that plant.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3068 Prepare and despatch meat products

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes 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.

This unit is appropriate for all sectors of the meat industry where product is despatched.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify product required for meat product orders	1.1 Identify and label products in accordance with trade descriptions 1.2 Identify products in accordance with company requirements
2. Check customer requirements for delivery of order	2.1 Confirm customer requirements to determine product order delivery arrangements 2.2 Check customer requirements to confirm whether the order is domestic or export so as to comply with appropriate regulatory and importing country requirements 2.3 Confirm temperature and storage requirements for product order and arrange in accordance with workplace requirements
3. Arrange orders	3.1 Identify products for an order and confirm chiller location 3.2 Assemble product and check against documentation to ensure correct order is sent out 3.3 Prepare meat orders in accordance with workplace health and safety, hygiene and sanitation, Quality Assurance (QA) and regulatory requirements 3.4 Identify cartons and/or carcases unsuitable for loadout and take appropriate action
4. Complete documentation	4.1 Correctly complete despatch documentation either manually or electronically to workplace and regulatory requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3067A Prepare and despatch meat products

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3068 Prepare and despatch meat products

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must assemble the product for despatch, supervise the preparation of the order, manage preparation of documentation and ensure regulatory requirements are met.

The candidate must:

- consistently and accurately identify and select products
- read and interpret customer specifications to check accuracy of product selection
- interpret and apply specified temperature and storage requirements
- identify defective product and take appropriate action
- follow relevant regulatory, workplace health and safety, and workplace requirements
- use communication and mathematical skills relevant to work instructions and Standard Operating Procedures (SOPs) to read and interpret customer specifications, confirm correct temperatures and complete required documentation.

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- types of cartons and carcases which are unsuitable for loadout
- export and domestic regulatory requirements related to the despatch of meat products
- procedures to deal with contingencies
- relevant security arrangements
- temperature requirements for despatch of product
- work instruction for preparing and despatching meat products.

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated at normal production speed.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3069 Perform ante-mortem inspection and make disposition

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 4.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to detect abnormalities and diseases in one or more of the major livestock species (cattle, sheep and pigs) prior to slaughter. The skills component of this unit will be assessed for ante-mortem inspection of a specific species for which competency is demonstrated in the workplace and the outcome and the species will be recorded appropriately on the assessment sheet.

This unit is applicable to meat inspectors and/or stock handlers responsible for ante-mortem inspection.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

No licensing, legislative or certification requirements to this unit at the time of publication.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- AMPA3002 Handle animals humanely while conducting ante-mortem inspection

Unit Sector

Abattoirs

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify types of stock and market requirements of food animals commonly slaughtered for meat	1.1 Identify major breeds of commonly slaughtered domestic animals 1.2 Identify distinguishing features of major breeds 1.3 Identify market requirements of commonly slaughtered domestic animals
2. Identify the main reasons for ante-mortem inspection	2.1 Explain reasons for ante-mortem inspection 2.2 Identify regulatory requirements associated with ante-mortem inspection
3. Perform ante-mortem inspection on live animals	3.1 Identify and explain procedures and principles of humane handling of animals 3.2 Detect and identify signs of common conditions responsible for abnormalities at ante-mortem 3.3 Identify procedures for humane destruction 3.4 Identify procedures for emergency and suspect slaughter 3.5 Perform ante-mortem inspection on at least one species according to relevant workplace health and safety and regulatory requirements 3.6 Identify Quality Assurance aspects of ante-mortem inspection
4. Identify and isolate animals requiring testing for residue	4.1 Explain reasons for residue testing 4.2 Follow procedures for identifying and isolating animals for testing
5. Make disposition as a result of inspection and take appropriate action	5.1 Detect, identify and document common diseases and conditions responsible for abnormalities on at least one species 5.2 Segregate suspect stock according to regulatory and workplace requirements 5.3 Identify signs of emergency or notifiable diseases 5.4 Follow emergency or notifiable disease procedures in accordance with regulatory requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.	

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPA3069 Perform ante-mortem inspection and make disposition Release 2	AMPA3069 Perform ante-mortem inspection and make disposition Release 1	Reference to post mortem inspection removed from Performance Evidence	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3069 Perform ante-mortem inspection and make disposition

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 4.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Performance Evidence

The individual must perform ante-mortem inspection to Australian Standards and other relevant regulatory requirements in a workplace environment under normal operating conditions.

The individual must:

- estimate size of stock pens
- estimate number and density of stock in a pen
- identify the common breeds of stock processed
- explain relevant animal identification systems that use brands, tags, tattoos and electronic identification devices
- identify common diseases and conditions in the species slaughtered at the workplace
- describe appropriate dispositions for common diseases and conditions in the species slaughtered at the workplace
- identify major emergency 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 an emergency and 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
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs) including written and verbal reporting, communicating with other staff and regulatory authorities, interpreting and applying written guidelines
- perform tasks to workplace requirements
- work cooperatively with company stock handlers to ensure smooth flow of stock.

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Knowledge Evidence

The individual must demonstrate a factual, technical, procedural and theoretical 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 and procedures for humane destruction
- steps in ante-mortem inspection and recognise abnormal conditions
- symptoms of common diseases and conditions found at ante mortem
- symptoms of major emergency/notifiable diseases (including Johne's Disease (JD))
- principles and procedures for humane handling of livestock
- regulatory requirements associated with emergency/notifiable diseases
- steps to be taken to notify of suspect emergency or notifiable disease.

Assessment Conditions

Competency in the practical aspects of this unit must be assessed under normal production conditions.

Assessment must include demonstration of competency in an operating abattoir. Assessment of the diagnosis of the less common conditions can be undertaken by simulation.

Individuals must be able to perform ante-mortem inspection on at least one species.

The identification of diseases and conditions in other species can be undertaken in a simulated situation utilising samples and photographs.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3071 Implement food safety program

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to maintain food safety in a meat processing plant.

This unit is applicable to those intending to work as supervisors, meat inspectors and Quality Assurance (QA) officers in meat processing plants.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil

Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify microbiological hazards for meat and meat safety	1.1 Identify types of micro-organisms (e.g. bacteria, virus, yeast and mould) 1.2 Identify major microbiological threats to meat (i.e. bacteria and relevant yeasts or moulds) and assess to determine the risk level and control requirements 1.3 Identify types of bacteria causing food poisoning and meat spoilage 1.4 Identify effects of bacterial contamination in relation to food poisoning (i.e. impact on people) and food spoilage (i.e. shelf life) 1.5 Identify sources of bacterial contamination 1.6 Identify and explain growth characteristics and requirements of bacteria 1.7 Identify Critical Control Points (CCP) and control points for prevention and control of bacterial contamination 1.8 Determine and implement control methods required to prevent or reduce microbiological hazards 1.9 Identify customer and regulatory requirements for microbiological contamination levels 1.10 Identify relevant microbiological tests and assess test results
2. Identify chemical hazards for meat and meat safety	2.1 Identify chemical hazards which may affect meat 2.2 Identify common sources of chemical hazards or contamination (e.g. cleaning chemicals and drug residues) and assess to determine the risk level and control requirements 2.3 Determine and implement control methods which prevent or reduce chemical contamination to acceptable levels including national programs (e.g. residue testing) 2.4 Explain effects of chemical residues on meat (e.g. poisoning, tainting, and rejections) 2.5 Identify chemical residue testing programs and level requirements
3. Identify physical hazards on meat and meat products	3.1 Explain physical hazards which may affect meat 3.2 Identify common sources of physical hazards and/or contamination and assess to determine the risk level and control requirements 3.3 Determine and implement control methods to prevent

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	contamination reaching an unacceptable level 3.4 Explain effects of physical hazards on meat
4. Calibrate thermometers	4.1 Calibrate thermometers according to regulatory requirements
5. Identify the components of a Hazard Analysis Critical Control Point (HACCP)-based QA program for meat processing plants	5.1 Identify and explain regulatory basis for compliance with a HACCP-based QA program 5.2 Identify and explain steps in the development of a HACCP program 5.3 Identify nature and importance of work instructions or task descriptions and operating procedures and coach workers in their implications 5.4 Identify elements of a HACCP program 5.5 Identify nature and importance of Good Manufacturing Practices (GMP) and pre-requisite programs 5.6 Identify and explain mechanisms for validation, monitoring and verification
6. Conduct pre-operational hygiene check	6.1 Identify pre-operational checklists 6.2 Identify and explain corrective action procedures 6.3 Conduct pre-operational hygiene check
7. Conduct microbiological test swabbing	7.1 Identify appropriate microbiological testing regimes 7.2 Perform swabbing for microbiological testing according to workplace and regulatory requirements 7.3 Assess microbiological test results and where necessary take appropriate corrective action

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.	

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPA3071 Implement food safety program Release 2	AMPA3071 Implement food safety program Release 1	Performance and knowledge evidence reordered so they are more logically sequenced Removed duplicated item in knowledge evidence	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3071 Implement food safety program

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Performance Evidence

The candidate must maintain meat processing plant food safety within the scope of their daily work responsibilities.

The candidate must:

- identify and interpret relevant food safety regulations and Australian Standards
- undertake food safety hazard risk assessments
- identify and utilise sources of information
- read, interpret and implement a food safety plan
- apply communication and mathematical skills relevant to work instructions and Standard Operating Procedures (SOPs)
- complete hygiene/food safety reports as required by regulators or the enterprise
- calibrate a thermometer
- conduct a pre-operational hygiene check
- conduct microbiological test swabbing to workplace and regulatory requirements
- interpret microbiological test results and take appropriate action
- use relevant problem-solving skills.

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- features of major types of microorganisms affecting the meat industry
- major types and sources of microbial contamination
- aerobic and anaerobic requirements of micro-organisms
- growth traits of different types of micro-organisms
- habitat of different types of micro-organisms and their ability to survive outside the host animal

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- how bacterial contamination can be prevented or limited
- how bacterial growth can be controlled
- bacterial contamination testing programs used in abattoirs
- effect each requirement has on microbial growth
- effects of incorrect removal of contamination
- effects on microbial growth of refrigeration and handling techniques
- effects on microbial growth of wet carcase surfaces
- symptoms, effects and means of prevention of microbial infection contamination of meat
- conditions under which food poisoning occurs
- symptoms of bacterial food poisoning
- impact of chemicals on meat and meat products
- major chemical contamination control programs
- major sources of chemical contamination
- major sources of physical contamination
- physical contamination monitoring and control methods employed such as inspection and metal detectors
- actions to prevent or limit physical and chemical contamination of meat
- function of the elements of a HACCP-based QA system
- 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
- how hazard risk assessment is undertaken
- importance of food chain security and the implications of a break down in control
- relevant workplace health and safety, regulatory and workplace requirements.

Assessment Conditions

Competency must be demonstrated while complying with a current HACCP and approved program regulations in an operating meat processing plant.

Assessment must involve reference to an actual or simulated meat processing HACCP program.

A minimum of three different forms of assessment must be used.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3072 Perform carcase Meat Hygiene Assessment

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to monitor carcase hygiene.

This unit is applicable to workers monitoring carcase hygiene either on the slaughter floor or performing a pre-boning carcase assessment at either integrated or independent boning rooms.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Monitor carcase product	1.1 Select samples for assessment according to the approved sampling plan for sample size and frequency 1.2 Conduct assessment utilising appropriate facilities, lighting and time 1.3 Monitor carcases for defects according to the agreed criteria and classification 1.4 Scan carcases using the approved scanning lines 1.5 Record defects accurately using the correct forms or electronic system 1.6 Implement immediate corrective action according to the Meat Hygiene Assessment (MHA) program's requirements 1.7 Monitor carcases according to the workplace requirements for hygiene and sanitation, and workplace health and safety

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.	

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPA3072 - Perform carcase Meat Hygiene Assessment Release 2	AMPA3072 - Perform carcase Meat Hygiene Assessment Release 1	Knowledge evidence reworded for clarity	Equivalent

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3072 Perform carcase Meat Hygiene Assessment

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Performance Evidence

The candidate must monitor carcase hygiene.

The candidate must:

- instigate corrective actions when appropriate
- monitor product for defects according to the Meat Hygiene Assessment (MHA) program
- calculate defect ratings
- record the monitoring results accurately
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- apply relevant regulatory and workplace requirements.

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- how carcase monitoring is to be undertaken
- how defects are detected and defect ratings determined
- hygiene and sanitation requirements when monitoring product
- workplace health and safety 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.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

Competency must be demonstrated while complying with:

- Australian Government - Agriculture and/or state meat authority regulations
- company procedures

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3073 Perform process monitoring for Meat Hygiene Assessment

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to monitor processes in a meat processing plant as part of a Meat Hygiene Assessment (MHA) program.

This unit is applicable to monitoring workers' compliance with company work instructions and Standard Operating Procedures (SOPs) as part of an MHA program.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Monitor process	1.1 Monitor process according to company monitoring plan 1.2 Record results accurately on appropriate process monitoring sheets 1.3 Rate process according to established criteria of acceptable, marginal or unacceptable 1.4 Implement immediate corrective action according to MHA program's requirements 1.5 Calculate and record conformity index after each process monitoring exercise 1.6 Monitor process according to workplace requirements for hygiene and sanitation, and workplace health and safety

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3075B Perform process monitoring for meat hygiene assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3073 Perform process monitoring for Meat Hygiene Assessment

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must monitor processes in a meat processing plant as part of a Meat Hygiene Assessment (MHA) program.

The candidate must:

- 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 communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- hygiene and workplace health and safety requirements associated with process monitoring
- how the monitoring program is developed
- purpose and nature of work instructions and SOPs
- purpose of an MHA process monitoring program
- relevant regulatory and workplace requirement

Assessment Conditions

Assessment must take place in a meat processing plant under real working conditions.

Competency must be demonstrated while actually complying with:

- Australian Government - Agriculture and/or state meat authority regulations

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- company procedures

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3074 Perform boning room Meat Hygiene Assessment

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes 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.

This unit is applicable to QA staff responsible for MHA and quality control checks on carton meat and offal.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Inspect samples of carton meat for defects	1.1 Take samples of product from each line of product according to a pre-determined sampling plan 1.2 Inspect sample for defects in accordance with regulatory and workplace requirements as established in a government approved Hazard Analysis Critical Control Point (HACCP) program 1.3 Report defects in accordance with workplace requirements
2. Assess samples against pre-determined defect tolerances	2.1 Assess levels of defects against established tolerances 2.2 Report samples outside tolerance to supervisor and take corrective action 2.3 Adhere to sampling program and record results according to workplace requirements 2.4 Keep sampling area clean and neat to avoid contamination between samples 2.5 Identify and follow dropped meat procedures according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3076B Perform boning room meat hygiene assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3074 Perform boning room Meat Hygiene Assessment

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must 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.

The candidate must:

- 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 communication and mathematical skills relevant to work instructions and Standard Operating Procedures (SOPs)
- follow relevant workplace health and safety, hygiene and sanitation and regulatory requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- defect tolerance
- relevant work instructions and SOPs
- procedures for reporting defects and samples outside tolerance
- sampling program and consequence of not following procedures
- relevant workplace health and safety requirements

Assessment Conditions

Assessment must take place in a meat processing plant under real working conditions.

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Competency must be demonstrated while complying with:

- Australian Government - Agriculture and/or state meat authority regulations
- company procedures

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3081 Perform offal Meat Hygiene Assessment

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to monitor hygiene assessment of offal.

This unit is applicable to workers performing offal product hygiene assessment on the slaughter floor or in dedicated offal rooms.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil

Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Monitor offal	1.1 Select samples for assessment according to the approved sampling plan for sample size and frequency 1.2 Conduct assessment utilising appropriate facilities, lighting and time 1.3 Conduct assessment according to workplace requirements 1.4 Monitor offal for defects according to agreed criteria and classification 1.5 Record defects accurately using the correct forms or electronic system 1.6 Identify levels for triggering corrective actions 1.7 Implement immediate corrective action according to the Meat Hygiene Assessment (MHA) program's requirements 1.8 Monitor offal according to the workplace requirements for hygiene and sanitation, and workplace health and safety

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.	

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPA3081 Perform offal Meat Hygiene Assessment	AMPA3081 Perform offal Meat Hygiene Assessment	Knowledge evidence reworded for clarity, minor corrections made	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
Release 2	Release 1		

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3081 Perform offal Meat Hygiene Assessment

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Performance Evidence

The candidate must monitor hygiene assessment of offal.

The candidate must:

- monitor product for defects according to the MHA program
- record the monitoring results accurately
- calculate defect ratings
- instigate corrective actions when appropriate
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- apply relevant regulatory requirements.

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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
- workplace health and safety 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.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

Competency must be demonstrated while actually complying with:

- Australian Government - Agriculture and/or state meat authority regulations
- company procedures.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3082 Operate batch cooker

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes skills and knowledge required to operate a batch cooker.

This unit is applicable to workers in rendering plants.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Load batch cooker	1.1 Load batch cooker to correct quantity in accordance with workplace requirements 1.2 Explain implications for product quality and productivity if cooker is incorrectly loaded 1.3 Identify effect on outcome of different types of raw materials
2. Cook raw materials	2.1 Monitor and control flow into cooker 2.2 Monitor and adjust temperature in accordance with workplace and health and safety requirements 2.3 Monitor outflow for workplace requirements 2.4 Apply pressure (if appropriate) in accordance with workplace and regulatory requirements
3. Unload batch cooker	3.1 Test product to ensure batch is cooked to workplace requirements. 3.2 Identify effects of overcooking 3.3 Empty cooker in accordance with workplace requirements 3.4 Identify and comply with workplace health and safety requirements for the operation and unloading of a batch cooker
4. Monitor environmental controls	4.1 Monitor vapours to ensure they are condensed in accordance with regulatory requirements 4.2 Monitor non-condensed emissions to scrubber, bio-filter and/or after burner in accordance with regulatory requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3081C Operate batch cooker.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3082 Operate batch cooker

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate a batch cooker.

The candidate must:

- load and unload cooker to specifications, workplace and regulatory requirements
- manage quality and flow of raw materials
- test product samples to ensure cooked specifications
- monitor environmental emissions in accordance with workplace and regulatory requirements
- apply mathematical skills to monitoring procedures
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- workplace health and safety requirements of operating batch cooker
- operating principles and requirements of cooker
- Quality Assurance (QA) aspects of cooked product
- effects of overcooking
- implications on product quality and productivity of incorrect load in cooker

Assessment Conditions

Assessment must be conducted in a registered, operating meat rendering plant.

Competency must be demonstrated at the normal rate of production for that rendering plant.

As a minimum, the following three forms of assessment must be used:

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- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3083 Operate continuous cooker

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate a continuous cooker.

This unit is applicable to workers in meat rendering plants.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Feed cooker	1.1 Carry out start-up process to manufacturer's and workplace requirement.
2. Operate and monitor cooker	2.1 Operate cooker in accordance with work instructions 2.2 Monitor flow into cooker 2.3 Monitor level in cooker 2.4 Monitor and adjust temperature in accordance with workplace and health and safety requirements 2.5 Monitor outflow for workplace requirements 2.6 Identify and comply with workplace health and safety requirements
3. Monitor environmental controls	3.1 Monitor vapours to ensure they are condensed in accordance with regulatory requirements 3.2 Monitor non-condensed emissions to scrubber, bio-filter and/or after burner in accordance with regulatory requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3082C Operate continuous cooker.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3083 Operate continuous cooker

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate a continuous cooker.

The candidate must:

- 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
- monitor emissions to workplace and regulatory requirements
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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

Assessment Conditions

Assessment must be conducted in a registered, operating meat rendering plant.

Competency must be demonstrated at the normal rate of production for that rendering plant.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3084 Operate press

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate a press (batch or continuous).

This unit is applicable to workers in rendering plants.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Perform start-up operation	1.1 Perform start-up operation to manufacturer's and workplace requirements
2. Monitor running of press	2.1 Monitor flow of product 2.2 Monitor condition of press cake 2.3 Monitor build-up of fines 2.4 Remove fines in accordance with workplace requirements 2.5 Operate press in accordance with work instructions 2.6 Identify and comply with workplace health and safety requirements
3. Clean press and hood	3.1 Regularly clean press and hood in accordance with workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3083C Operate press.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3084 Operate press

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate a press (batch or continuous).

The candidate must:

- perform start-up procedures to workplace requirements
- load and unload press to specifications
- test product samples to ensure pressed product meet specifications
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- follow workplace health and safety requirements
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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

Assessment Conditions

Assessment must be conducted in a registered, operating meat rendering plant.

Competency must be demonstrated at the normal rate of production for that rendering plant.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration

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- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3085 Operate wet rendering process

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate wet rendering process.

This unit is applicable to workers in a rendering plant.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Operate metal detector	1.1 Regularly check metal detector sensitivity 1.2 Operate metal detector in accordance with workplace requirements
2. Operate and maintain size reduction equipment	2.1 Operate mincer in accordance with workplace requirements 2.2 Change knives and plates daily in accordance with workplace requirements 2.3 Identify and comply with workplace health and safety requirements
3. Monitor pre-heating	3.1 Perform start-up procedure in accordance with workplace and manufacturer's requirements 3.2 Monitor feed rate 3.3 Balance in and out feed
4. Monitor press or decanter	4.1 Monitor press or decanter in accordance with workplace and manufacturer's specifications
5. Monitor movement of solids to dryer	5.1 Monitor temperature in accordance with workplace requirements 5.2 Monitor feed rate

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3084C Operate wet rendering process.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3085 Operate wet rendering process

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate wet rendering process.

The candidate must:

- 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 communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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

Assessment Conditions

Assessment must be conducted in a registered, operating meat rendering plant.

Competency must be demonstrated at the normal rate of production for that rendering plant.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3086 Monitor boiler operations

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to monitor boiler operations.

This unit is applicable to workers in meat processing premises.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Set up equipment	1.1 Check equipment prior to operation according to work instructions 1.2 Ensure cleanliness of equipment according to workplace requirements
2. Operate equipment	2.1 Load and program equipment according to work instructions 2.2 Operate equipment according to manufacturer's specifications and workplace requirements 2.3 Identify and comply with workplace health and safety requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3085C Monitor boiler operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3086 Monitor boiler operations

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must monitor boiler operations.

The candidate must:

- demonstrate operation of boiler according to workplace requirements
- identify production problems and out-of-specification product and take corrective action
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- operation of boiler according to workplace requirements
- effect on product and health and safety of incorrectly operating boiler
- workplace health and safety requirements in operating boiler
- relevant regulatory requirements

Assessment Conditions

Assessment must be conducted in a registered, operating meat processing premises.

Competency must be demonstrated at the normal rate of production for that rendering plant.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

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Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3087 Operate tallow processing plant

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to produce tallow from rendered meat product.

This unit is applicable to workers in rendering plants.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Press extracted tallow from cooked meal	1.1 Monitor flow of cooked waste 1.2 Operate and monitor presses in accordance with work instructions 1.3 Identify and comply with workplace health and safety requirements
2. Process tallow	2.1 Carry out start-up and shut-down procedures in accordance with workplace requirements 2.2 Monitor screening of solids from tallow 2.3 Separate tallow 2.4 Take tallow samples 2.5 Visually monitor tallow quality and provide feedback to supervisor 2.6 Follow work instructions for tallow production 2.7 Follow workplace health and safety procedures
3. Ensure the quality of tallow	3.1 Identify tallow specifications 3.2 Monitor processing conditions that affect tallow quality
4. Contain spillage	4.1 Contain any spillage of tallow in accordance with workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3086C Operate tallow processing plant.

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Links

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Assessment Requirements for AMPA3087 Operate tallow processing plant

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must produce tallow from rendered meat product.

The candidate must:

- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- operate the tallow processing plant to workplace requirements
- apply relevant regulatory requirements
- comply with workplace health and safety requirements
- monitor quality of tallow
- monitor tallow processing
- identify production problems and out-of-specification product and take corrective action

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- basic principles of tallow processing
- workplace health and safety requirements associated with tallow processing plant
- Quality Assurance (QA) requirements associated with tallow processing plant
- relevant regulatory requirements

Assessment Conditions

Assessment must be conducted in a registered, operating meat rendering plant.

Competency must be demonstrated at the normal rate of production for that rendering plant.

As a minimum, the following three forms of assessment must be used:

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- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3088 Operate blood processing plant

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate a blood processing plant.

This unit is applicable to workers in a meat rendering plant.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Process blood meal	1.1 Follow work instructions for processing blood 1.2 Pump blood from slaughter floor into feeder tanks and visually monitor the quality 1.3 Monitor coagulation of blood 1.4 Dry blood and monitor temperature 1.5 Monitor blood meal for quality 1.6 Take blood meal samples for analysis 1.7 Regulate flow of blood for processing according to work instructions 1.8 Undertake routine maintenance in accordance with workplace specifications 1.9 Meet workplace health and safety requirements for operating a blood processing plant

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3087C Operate blood processing plant.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3088 Operate blood processing plant

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate a blood processing plant.

The candidate must:

- 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
- undertake routine maintenance to workplace requirements
- follow workplace health and safety requirements
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- apply relevant regulatory and workplace requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- workplace health and safety and Quality Assurance (QA) requirements associated with the operation of 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

Assessment Conditions

Competency must be demonstrated at the normal rate of production for that rendering plant.

Assessment must be conducted in a registered, operating meat rendering plant.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3089 Produce rendered products hygienically

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to produce rendered product hygienically.

This unit is applicable to workers in a rendering plant.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Control bacteria in rendered products	1.1 Identify micro-organisms in meat meal and explain their impact on quality 1.2 Carry out risk assessment and control measures for micro-organisms 1.3 Implement good housekeeping practices to minimise risk of contamination 1.4 Identify critical control points and implement control measures
2. Implement cleaning program for rendering plant	2.1 Explain and implement cleaning program for raw material processing areas as per work instructions 2.2 Explain and implement cleaning program for dry meal processing areas as per work instructions 2.3 Identify and meet workplace health and safety requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3088C Produce rendered products hygienically.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3089 Produce rendered products hygienically

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must produce rendered product hygienically.

The candidate must:

- implement cleaning program
- apply relevant regulatory and workplace requirements
- consistently control bacteria in rendered products to workplace requirements
- identify production problems and out-of-specification product and take corrective action
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- assess hygiene risks and take preventative action

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- cleaning program for rendering process
- 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

Assessment Conditions

Assessment must be conducted using meat and the meat by-products must be prepared to a specification.

Competency must be demonstrated over a period of time and at a relevant rate of production.

As a minimum, the following three forms of assessment must be used:

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- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3090 Render edible products

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate rendering equipment and produce an edible product.

This unit is applicable to workers in a meat rendering plant.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare and maintain equipment	1.1 Perform pre-operational checks in accordance with workplace, health and safety and hygiene and sanitation requirements 1.2 Perform routine maintenance in accordance with workplace requirements
2. Monitor and control flow of raw materials	2.1 Monitor nature and quality of the raw materials to ensure compliance with workplace and regulatory requirements 2.2 Report defects in raw materials promptly and take corrective action in accordance with workplace requirements 2.3 Control flow of raw materials into bulk bins and/or the processing equipment in accordance with work instructions
3. Render edible product	3.1 Operate equipment in accordance with workplace regulations, workplace health and safety requirements and manufacturer's specifications 3.2 Render edible product to workplace and customer specifications 3.3 Perform routine monitoring, record keeping and sampling to ensure compliance with product specifications 3.4 Identify sources of potential contamination of the product and preventative and take corrective measures in accordance with work instructions 3.5 Maintain cleanliness of work area in accordance with workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3089C Render edible products.

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Assessment Requirements for AMPA3090 Render edible products

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate rendering equipment and produce an edible product.

The candidate must:

- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- 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

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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
- workplace health and safety 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

Assessment Conditions

Assessment must be conducted using edible meat by-products prepared to a specification.

Competency must be demonstrated over a period of time and at a relevant rate of production.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3092 Grade beef carcases using Meat Standards Australia standards

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to grade beef to Meat Standards Australia (MSA) standards.

It is an MSA requirement that enterprises with a Level 1 licence have company graders who have a Statement of Attainment in this unit of competency or an MSA approved equivalent unit.

The skills and knowledge gained from this unit allow AUSMEAT chiller assessors to grade beef to MSA standards. MSA grading can only be carried out in MSA licensed processing establishments.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Apply the MSA system	1.1 Identify consumer preferences for eating quality traits 1.2 Identify factors impacting on eating quality
2. Grade beef carcases to MSA standards	2.1 Accurately identify and allocate reasons for non-compliance 2.2 Identify default inputs required for MSA grading 2.3 Assess maturity, MSA marbling, hump height, fat distribution and hide puller damage to MSA standards 2.4 Calibrate, maintain and operate equipment used for measuring ultimate pH and record calibration results 2.5 Measure ultimate pH 2.6 Identify hanging method 2.7 Record AUS-MEAT chiller assessment measurements of the carcase to be graded 2.8 Generate an eating quality outcome for graded carcases
3. Operate MSA software and hardware to record grading details and generate eating quality outcomes	3.1 Access and operate MSA software and hardware 3.2 Enter, store, sort, retrieve, check and validate, interpret and forward data 3.3 Generate grading reports
4. Apply vendor declaration information to MSA grading	4.1 Identify and interpret essential information on vendor declarations and delivery paperwork 4.2 Manage MSA vendor declarations in accordance with the MSA Standards 4.3 Activate Data Capture Unit (DCU) defaults in accordance with the vendor declaration
5. Identify MSA graded carcase product to demonstrate traceability	5.1 Identify system for identifying graded product 5.2 Apply slaughter floor ticket information 5.3 Identify carcases appropriately for carcase sorting and cuts harvesting
6. Adhere to the MSA Standards Manual	6.1 Complete all aspects of MSA grading in accordance with the Standards Manual and Licensing requirements 6.2 Grade carcases according to the MSA system 6.3 Identify and resolve grading problems
7. Comply with	7.1 Comply with applicable workplace health and safety, workplace

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Element	Performance criteria
workplace requirements	and regulatory requirements whilst grading

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3095B Grade beef carcases using Meat Standards Australia standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3092 Grade beef carcases using Meat Standards Australia standards

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must grade beef to Meat Standards Australia (MSA) standards.

The candidate must be viewed by the assessor or in the workplace at least once.

The candidate must:

- demonstrate proficiency with all aspects of the DCU system
- demonstrate proficiency with all aspects of handling MSA grading data
- describe all carcase attributes that are collected
- accurately assess all carcase attributes required to generate an eating quality outcome
- apply an appropriate carcase identification system
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs) and problem-solving skills
- apply relevant workplace health and safety, regulatory and workplace requirements
- maintain currency of knowledge through independent research or professional development
- apply all MSA grading reports

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- requirements of the MSA Standards Manual
- carcase hanging methods and their impact on eating quality
- importance of subcutaneous fat coverage
- the impact of hump height and tropical breed content on eating quality
- MSA marbling requirements
- Determining carcase maturity
- Determining hide puller damage requirements and the impact on eating quality

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- essential operating conditions for use of the MSA system, including the equipment required for grading
- information on a carcase ticket that is necessary for MSA Grading
- MSA vendor declaration system
- relationship between DCU, plant boning runs, and cut x cook outcomes
- how ageing affects eating quality and how its effect is incorporated onto the MSA system
- MSA feedback requirements
- pH requirements and the impact on eating quality
- AUS-MEAT chiller assessment standards
- What a MQ4 score is and its relationship with MSA bands of eating quality
- link between carcase ticket information and grading results
- MSA minimum requirements
- Palatability Analysis Critical Control Points (PACCP) approach to eating quality
- relationship between cut and cooking method
- role of plant boning runs
- Minimum standards for MSA livestock eligibility minimum standards for MSA grader performance
- potential grading problems and suggest solutions
- MSA grading reports

Assessment Conditions

Competency is to be assessed in a representative workplace environment. Assessment is to occur under standard and authorised work practices, safety requirements and regulatory requirements.

A minimum of three different forms of assessment must be used.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3093 Use standard product descriptions - sheep and goats

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to utilise a standardised product description language such as AUS-MEAT.

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.

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.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify anatomical features of a sheep or goat carcase	1.1 Describe directions on a carcase using the anatomical direction format 1.2 Locate and identify bones relevant to meat specifications in a sheep or goat skeleton 1.3 Locate and identify relevant glands and cartilage on a sheep or goat carcase 1.4 Locate and identify muscles relevant to sheep or goat specifications
2. Identify and name meat products using the standard product description	2.1 Explain nature and format of product specifications 2.2 Correctly identify, name and spell meat products using the standardised cut description 2.3 Identify major muscles that make up each meat cut 2.4 Identify correct cutting lines for each product using the anatomical terms to describe cutting lines 2.5 Identify necessary changes required for any given meat product to comply with the company product description

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3099B Use standard product descriptions – sheep/goats.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3093 Use standard product descriptions - sheep and goats

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must utilise a standardised product description language such as AUS-MEAT.

The candidate must:

- Identify anatomical features of a sheep or goat carcase
- Identify and name meat products using the standard product description
- undertake measurements and checking against specification requirements
- identify non-conforming product in accordance with specifications
- apply communication relevant to work instructions and Standard Operating Procedures (SOPs) and problem-solving skills
- apply relevant workplace health and safety, regulatory and workplace requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- product specification requirements
- corrective action procedures for non-conforming product
- relevant workplace health and safety, 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

Assessment Conditions

Competency must be assessed in an operating meat processing plant.

Competency must be demonstrated when applying the language to actual carcases and meat cuts.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3094 Use standard product descriptions - beef

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to utilise a standardised meat product description language such as AUS-MEAT.

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.

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.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify anatomical features of a beef carcase	1.1 Describe directions on a carcase using the anatomical direction format 1.2 Locate and identify bones relevant to meat specifications in a beef skeleton 1.3 Locate and identify relevant glands and cartilage on a beef carcase 1.4 Locate and identify muscles relevant to beef specifications
2. Identify and name meat products using the standard product description	2.1 Explain nature and format of product specifications 2.2 Correctly identify, name and spell meat products using the standardised cut description 2.3 Identify major muscles that make up each meat cut 2.4 Identify correct cutting lines for each product using the anatomical terms to describe cutting lines 2.5 Identify necessary changes required for any given meat product to comply with the company product description

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3100B Use standard product descriptions – beef.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3094 Use standard product descriptions - beef

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must utilise a standardised meat product description language such as AUS-MEAT.

The candidate must:

- identify anatomical features of a beef carcase
- identify and name meat products using the standard product description
- apply communication relevant to work instructions and Standard Operating Procedures (SOPs) and problem-solving skills
- identify non-conforming product in accordance with specifications
- explain corrective action procedures for non-conforming product
- identify and apply relevant workplace health and safety, regulatory and workplace requirements
- undertake measurements and checking against specification requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- product specifications points
- elements of specifications on beef product
- skeletal and anatomical structures and features of beef product

Assessment Conditions

Competency must be assessed in an operating meat processing plant.

Competency must be demonstrated when applying the language to actual carcases and meat cuts.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3095 Use standard product descriptions - pork

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to utilise a standardised product description language such as AUS-MEAT.

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.

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.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify anatomical features of a pork carcase	1.1 Describe directions on a carcase using the anatomical direction format 1.2 Locate and identify bones relevant to meat specifications in a pork skeleton 1.3 Locate and identify relevant glands and cartilage on a pork carcase 1.4 Locate and identify muscles relevant to pork specifications
2. Identify and name meat products using the standard product description	2.1 Explain nature and format of product specifications 2.2 Correctly identify, name and spell meat products using the standardised cut description 2.3 Identify major muscles that make up each meat cut 2.4 Identify correct cutting lines for each product using the anatomical terms to describe cutting lines 2.5 Identify necessary changes required for any given meat product to comply with the company product description

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3101B Use standard product descriptions – pork.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3095 Use standard product descriptions - pork

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must utilise a standardised product description language such as AUS-MEAT.

The candidate must:

- identify anatomical features of a pork carcase
- identify and name meat products using the standard product description
- apply communication relevant to work instructions and Standard Operating Procedures (SOPs) and problem-solving skills
- identify and apply relevant workplace health and safety, regulatory and workplace requirements
- identify and explain language specifications on pork product label
- identify non-conforming product in accordance with specifications
- undertake measurements and checking against specification requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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

Assessment Conditions

Assessment must occur in the workplace under normal enterprise or production conditions.

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3100 Perform manual chemical lean testing

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to perform chemical lean (CL) testing on carton meat.

This unit is applicable to workers in boning rooms taking samples and performing CL testing manually.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Take samples for testing	1.1 Select cartons for testing according to sampling plan 1.2 Handle cartons according to workplace hygiene and health and safety requirements 1.3 Identify products to be sampled 1.4 Take samples according to workplace requirements
2. Test samples	2.1 Perform pre-operational checks on scales according to workplace requirements 2.2 Blend meat samples according to workplace requirements 2.3 Tare scales or weigh beaker according to work instruction 2.4 Cook and weigh samples according to workplace requirements 2.5 Dispose of samples according to workplace requirements
3. Calculate CL	3.1 Calculate CL percentage using prescribed formula 3.2 Withhold or release cartons depending on CL results and workplace requirements 3.3 Record and report CL results according to workplace requirements 3.4 Identify corrective action and retesting requirements for out-of-specification product

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3107B Perform manual chemical lean testing.

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Assessment Requirements for AMPA3100 Perform manual chemical lean testing

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must perform chemical lean (CL) testing on carton meat.

The candidate must:

- select, take, prepare and test samples according to workplace requirements
- accurately use the formula for calculating CL
- apply relevant regulatory requirements
- prepare and use testing scales and taring scales (if required) according to manufacturer's specifications and workplace requirements
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs) and problem-solving skills

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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

Assessment Conditions

Assessment should be performed in an operating boning room and across the full range of product specifications.

Competency must be demonstrated at the normal speed of production.

As a minimum, the following three forms of assessment must be used:

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- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3101 Overview of the NLIS for sheep and goats

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to work with the mob based National Livestock Identification System (NLIS) for sheep and goats.

This Unit is applicable for those purchasing livestock, receiving and managing livestock in lairage, livestock clerks, Quality Assurance managers, slaughter floor supervisors, reader and NLIS terminal operators on the slaughter floor, meat authority staff and auditors.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Describe the history of the NLIS and its benefit to industry	1.1 Explain why the industry has implemented an NLIS for sheep and goats 1.2 Explain the benefits of the NLIS to industry
2. Describe the nature and function of a Property Identification Code (PIC)	2.1 Identify the component parts of a PIC 2.2 Explain the importance of the PIC to the NLIS
3. Describe and interpret the data contained on a National Vendor Declaration (NVD)	3.1 Explain the purpose of an NVD 3.2 Explain the information contained on an NVD 3.3 Interpret the importance of the various details on the NVD for an abattoir 3.4 Identify the various mistakes that can be made by producers when completing NVDs 3.5 Describe the actions that have to be taken when NVDs are incomplete or incorrectly filled in 3.6 Describe the path of the NVD from producer to processor
4. Complete a review of an NVD as received by a meat processor	4.1 Identify the important information on an NVD 4.2 Identify errors 4.3 Describe the corrective actions to be taken
5. Identify the various types of NLIS devices for sheep and goats	5.1 Explain the purpose of an NLIS device and the information on it 5.2 Identify and explain the purpose of breeder and post-breeder tags
6. Identify the various NLIS regulations that apply to producers, saleyards and meat processors	6.1 Identify and explain the role of the various bodies associated with the NLIS 6.2 Describe the NLIS regulatory obligations for slaughtering establishments 6.3 Describe the corrective action to be taken with untagged sheep 6.4 Describe the corrective action to be taken with untagged mobs
7. Describe the function of the kill sheet	7.1 Explain the purpose of a kill sheet and who prepares it 7.2 Identify the various component parts of a kill sheet and the information contained in it 7.3 Explain the importance of following the kill sheet schedule and

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Element	Performance criteria
	of validating the kill sheet to the NLIS
8. Explain the role of Post-Sale Summaries (PSSs)	8.1 Explain why PSSs are forwarded to abattoirs 8.2 Explain how PICs are confirmed by abattoirs with the NLIS database

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3108A Overview of the NLIS for sheep and goats.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3101 Overview of the NLIS for sheep and goats

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must work with the mob based National Livestock Identification System (NLIS) for sheep and goats.

The candidate must:

- describe the history of the NLIS and its benefit to industry
- describe the nature and function of a PIC
- describe and interpret the data contained on an NVD
- complete a review of an NVD as received by a meat processor
- identify the various types of NLIS devices for sheep and goats
- identify the various NLIS regulations that apply to producers, saleyards and meat processors
- describe the function of the kill sheet
- explain the role of Post Sale Summaries (PSSs)
- take appropriate steps to minimise workplace health and safety risks when working with livestock

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the NLIS system, including the origin and nature of the system, its commercial importance, role in food safety and importing country requirements, role in traceability
- the fundamental benefits of the NLIS to industry
- NLIS devices including RFIDS and boluses, and their purpose and function in the NLIS
- NLIS regulatory requirements in relation to abattoirs
- the function of NLIS devices
- the purpose of an NVD
- the information contained on an NVD
- the role of Post Sale Summaries (PSSs)

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- the function of the kill sheet
- the purpose and types of ear tags for sheep and goats
- the data contained on a National Vendor Declaration
- purpose, nature of and regulations underpinning the use of PICs
- how to deal with problems originating from consignment PIC
- status, abbreviations and what they mean, and the required actions to be taken in response

Assessment Conditions

Assessment must be conducted in the workplace.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3102 Overview of the NLIS program utilising RFIDs

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to work with the National Livestock Identification System (NLIS), utilising data carried in a Radio Frequency Identification Device (RFID).

This Unit is applicable for those purchasing livestock, receiving and managing livestock in lairage, livestock clerks, Quality Assurance managers, slaughter floor supervisors, reader and NLIS terminal operators on the slaughter floor, meat authority staff and auditors.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Describe the history of the NLIS and its benefit to industry	1.1 Explain why the industry has implemented an RFID based identification system 1.2 Explain the benefits of the NLIS to industry
2. Describe the nature and function of a Property Identification Code (PIC)	2.1 Identify the component parts of a PIC 2.2 Explain the business rules for the use of a PIC 2.3 Explain the importance of the PIC to the NLIS
3. Describe and interpret the data contained on a National Vendor Declaration (NVD)	3.1 Explain the purpose of an NVD 3.2 Explain the information contained on an NVD 3.3 Interpret the importance of the various details on the NVD for an abattoir 3.4 Identify the various mistakes that can be made by producers when completing NVDs 3.5 Describe the actions that have to be taken when NVDs are incomplete or incorrectly filled in 3.6 Describe the path of the NVD from producer to processor and the impact of incorrect information being recorded on the NVD
4. Complete a review of an NVD as received by a meat processor	4.1 Identify the important information on an NVD 4.2 Identify errors 4.3 Describe the corrective actions to be taken
5. Identify the various NLIS devices	5.1 Explain the purpose of an NLIS device and the information on it 5.2 Describe the relationship between an RFID and an NLIS identification device 5.3 Explain the difference between an RFID ear tag and bolus 5.4 Identify the factors that can influence the readability of an NLIS device
6. Identify the various NLIS regulations that apply to producers, saleyards and meat processors	6.1 Identify and explain the role of the key organisations associated with the NLIS 6.2 Describe the NLIS regulatory obligations for producers, saleyards and slaughtering establishments 6.3 Describe the corrective action to be taken with non-identified stock

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Element	Performance criteria
	6.4 Describe the corrective action to be taken with non-reading devices
7. Describe the function of the kill sheet	7.1 Explain the purpose of a kill sheet and who prepares it 7.2 Identify the various component parts of a kill sheet and the information contained in it 7.3 Explain the importance of following the kill sheet schedule and of validating the kill sheet to the NLIS data gathered 7.4 Explain how untagged animals are dealt with prior to and during the slaughter process
8. Explain the role of Post-Sale Summaries (PSSs)	8.1 Explain what data is contained in a pre-sale catalogue and why it is important 8.2 Explain why PSSs are forwarded to abattoirs from saleyards 8.3 Explain how and why PICs are confirmed by abattoirs with the NLIS database

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3109A Overview of the NLIS program utilising RFIDs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3102 Overview of the NLIS program utilising RFIDs

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must work with the National Livestock Identification System (NLIS), utilising data carried in a Radio Frequency Identification Device (RFID).

The candidate must:

- describe the history of the NLIS and its benefit to industry
- describe the nature and function of a PIC
- describe and interpret the data contained on an NVD
- complete a review of an NVD as received by a meat processor
- identify the various NLIS devices
- identify the various NLIS regulations that apply to producers, saleyards and meat processors
- describe the function of the kill sheet
- explain the role of pre-sale catalogues and post-sale summaries
- take appropriate steps to minimise workplace health and safety risks when working with livestock

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the NLIS system, including the origin and nature of the system, its commercial importance, role in food safety and importing country requirements, role in traceability
- purpose and benefits of the NLIS to industry
- NLIS data base and its management
- NLIS devices including RFIDs and boluses, and their purpose and function in the NLIS
- NLIS regulatory requirements in relation to abattoirs
- purpose and types of NLIS tags for sheep and goats
- information printed on the NLIS cattle ear devices
- purpose, nature of and regulations underpinning the use of PICs

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- how to deal with problems originating from consignment PIC
- purpose of an NVD
- information recorded on an NVD
- regulatory responsibilities of the various parties in the supply chain
- role of pre-sale catalogues and PSSs
- function of the kill sheet
- the function of post breeder tags
- status, abbreviations and what they mean, and the required actions to be taken in response

Assessment Conditions

Assessment must be conducted in the workplace.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3103 Manage NLIS data for livestock in lairage

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to manage National Livestock Identification System (NLIS) data for stock identified with Radio Frequency Identification Devices (RFIDs) from the point of arrival at an abattoir and whilst they are in lairage.

This Unit is applicable for those managing and identifying livestock fitted with RFIDs in lairage.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPA3102 Overview of the NLIS program utilising RFIDs

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Receive stock	1.1 Receive accompanying documentation and check for completeness 1.2 Carry out physical check of received stock (head count) against the National Vendor Declaration (NVD), Post Sale Summary (PSS) or Waybill 1.3 Check PSS for statuses and implement company procedures where relevant
2. Check NLIS devices	2.1 Check for presence of NLIS devices 2.2 Implement workplace procedure for untagged stock 2.3 Record information for state jurisdictions (if required) 2.4 Notify state authority (if required) when non-compliance is detected
3. Communicate issues/matters arising to internal management	3.1 Use established workplace communication processes 3.2 Complete records of issues/matters arising and actions taken according to enterprise requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3110A Manage NLIS data for livestock in lairage.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3103 Manage NLIS data for livestock in lairage

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must manage (National Livestock Identification System (NLIS) data for stock identified with Radio Frequency Identification Devices (RFIDs) from the point of arrival at an abattoir and whilst they are in lairage.

The candidate must:

- receive stock
- check NLIS devices
- communicate issues/matters arising to internal management
- read and interpret a pre-sale catalogue or vendor declaration
- read and interpret an NVD and PSS
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs) to interact with agents or transporters, raise and explain issues and problems
- use negotiation skills to resolve issues such as problems with original location, incomplete NVDs or Property Identification Codes (PICs)
- use mathematical skills to verify stock arriving against number listed on NVD/PSS
- take appropriate steps to minimise workplace health and safety risks when working with livestock

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the NLIS system, including the origin and nature of the system, its commercial importance, role in food safety and importing country requirements, role in traceability
- NLIS regulatory requirements in relation to abattoirs
- purpose, nature of and regulations underpinning the use of PICs
- NLIS devices including Radio Frequency Identification Devices (RFIDs) and boluses, and their purpose and function in the NLIS
- status, abbreviations and what they mean, and the required actions to be taken in response

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- how to deal with problems of original location

Assessment Conditions

Assessment must be conducted in the workplace.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3104 Manage NLIS data for sheep and goats in lairage

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to manage National Livestock Identification System (NLIS) data for sheep and goats from the point of arrival at an abattoir and whilst they are in lairage.

This Unit is applicable for those managing and identifying sheep and goats in lairage.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPA3101 Overview of the NLIS for sheep and goats

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Receive sheep or goats	1.1 Receive accompanying documentation and check for completeness 1.2 Carry out physical check of received stock (head count)
2. Check tags	2.1 Check for presence of tags 2.2 Record required information for state jurisdictions 2.3 Take corrective action for untagged sheep or deficient documentation according to regulatory and workplace requirements
3. Communicate issues/matters arising to internal management	3.1 Use established enterprise communication processes. 3.2 Complete records of issues/matters arising and actions taken according to enterprise requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3111A Manage NLIS data for sheep and goats in lairage.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3104 Manage NLIS data for sheep and goats in lairage

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must manage National Livestock Identification System (NLIS) data for sheep and goats from the point of arrival at an abattoir and whilst they are in lairage.

The candidate must:

- read and interpret a National Vendor Declaration(NVD)
- read and interpret a Post Sale Summary (PSS)
- receive sheep or goats
- check tags
- check relevant documentation
- communicate issues/matters arising to internal management
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs) to interact with agents, saleyards or transporters, raise and explain issues and problems
- take appropriate steps to minimise workplace health and safety risks when working with livestock

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the NLIS system, including the origin and nature of the system, its commercial importance, role in food safety and importing country requirements, role in traceability
- NLIS regulatory requirements in relation to abattoirs
- NLIS devices including ear tags, Radio Frequency Identification Devices (RFIDs) (where applicable) and their purpose and function in the NLIS for sheep and goats
- purpose, nature of and regulations underpinning the use of Property Identification Codes (PICs)
- how to deal with problems relating to consignment PICs
- role and responsibilities of regulators, and other bodies such as Meat and Livestock Australia (MLA) in relation to NLIS

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- status, abbreviations and what they mean, and the required actions to be taken in response

Assessment Conditions

Assessment must be conducted in the workplace.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3105 Manage NLIS for direct purchase of stock identified with an RFID

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to manage the National Livestock Identification System (NLIS) responsibilities for stock identified with a Radio Frequency Identification Device (RFID) purchased directly from a producer or vendor prior to their arrival at an abattoir.

This Unit is applicable for those managing and identifying livestock fitted with RFIDs prior to their arrival at an abattoir.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPA3102 Overview of the NLIS program utilising RFIDs

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Confirm requirements with producer	1.1 Ensure producer is made aware of all requirements when booking stock in 1.2 Ensure a completed National Vendor Declaration (NVD) is provided with the stock 1.3 Request additional/missing information as necessary.
2. Validate the Property Identification Code (PIC)	2.1 Ensure PIC listed on the NVD is valid by using a PIC validity checker, e.g. Quick PIC, NLIS Database 2.2 If invalid, contact producer to resolve and advise livestock staff
3. Schedule delivery	3.1 Make delivery arrangements according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3112A Manage NLIS for direct purchase of stock identified with an RFID.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3105 Manage NLIS for direct purchase of stock identified with an RFID

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must manage the National Livestock Identification System (NLIS) responsibilities for stock identified with a Radio Frequency Identification Device (RFID) purchased directly from a producer or vendor prior to their arrival at an abattoir.

The candidate must:

- confirm requirements with producer
- validate the PIC
- schedule delivery
- read and interpret an NVD
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs) to interact with agents, raise and explain issues and problems
- use negotiation skills to resolve issues such as problems with original location, incomplete NVDs or PICs
- take appropriate steps to minimise workplace health and safety risks when working with livestock

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the NLIS system, including the origin and nature of the system, its commercial importance, role in food safety and importing country requirements, role in traceability
- NLIS regulatory requirements in relation to abattoirs
- purpose, nature of and regulations underpinning the use of PICs
- NLIS devices including RFIDs and boluses, and their purpose and function in the NLIS
- status, abbreviations and what they mean, and the required actions to be taken in response
- how to deal with problems originating from consignment PIC

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Assessment Conditions

Assessment must be conducted in the workplace.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3106 Manage NLIS for direct purchase of sheep or goats

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to manage the National Livestock Identification System (NLIS) responsibilities for sheep or goats purchased directly from a producer or vendor, prior to their arrival at an abattoir.

This unit applies to stock buyers who are responsible for purchasing livestock directly from producers.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPA3101 Overview of the NLIS for sheep and goats

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Confirm requirements with producer	1.1 Ensure producer is made aware of all requirements when booking in sheep or goats 1.2 Ensure the National Vendor Declaration (NVD) questions have been addressed where non-vendor bred stock are included in the mob 1.3 Request additional/missing information as necessary
2. Schedule delivery	2.1 Make delivery arrangements according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3113A Manage NLIS for direct purchase of sheep or goats.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3106 Manage NLIS for direct purchase of sheep or goats

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must manage the National Livestock Identification System (NLIS) responsibilities for sheep or goats purchased directly from a producer or vendor, prior to their arrival at an abattoir.

The candidate must:

- confirm producer requirements
- schedule delivery
- read and interpret an NVD
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs) to interact with agents, raise and explain issues and problems
- use negotiation skills to resolve issues such as problems with original location, incomplete NVDs or Property Identification Codes (PICs)
- use mathematical skills to validate NVD data against actual stock numbers
- take appropriate steps to minimise workplace health and safety risks when working with livestock

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the NLIS system, including the origin and nature of the system, its commercial importance, role in food safety and importing country requirements, role in traceability
- the role and function of NVDs
- the importance of data contained on an NVD
- NLIS regulatory requirements in relation to abattoirs
- purpose, nature of and regulations underpinning the use of PICs
- NLIS devices role and responsibilities of producers, regulators, and other bodies such as Meat and Livestock Australia (MLA) in relation to NLIS
- status, abbreviations and what they mean, and the required actions to be taken in response
- how to deal with problems of original location

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Assessment Conditions

Assessment must be conducted in the workplace.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3107 Manage NLIS data for saleyard purchase of livestock

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to manage the National Livestock Identification System (NLIS) responsibilities for livestock identified by Radio Frequency Identification Devices (RFIDs) purchased at a saleyard, prior to their arrival at an abattoir.

This unit applies to stock buyers who are responsible for purchasing livestock from saleyards.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPA3102 Overview of the NLIS program utilising RFIDs

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. View and assess pre-sale information	1.1 Identify stock that meet the workplace or customer requirements prior to the sale
2. Confirm destination information	2.1 Ensure buyer's destination Property Identification Code (PIC) is known to the saleyard operators
3. Complete purchase	3.1 Confirm all required documentation is completed correctly 3.2 Complete purchase according to enterprise requirements
4. Secure Post Sale Summary (PSS) or buyer's reconciliation report	4.1 Check PSS for consistency with pre-sale catalogue (where a pre-sale summary is offered) purchase decisions 4.2 Confirm that all National Vendor Declarations (NVDs) from which stock have been sourced are held by the agent 4.3 Obtain hard copies if required 4.4 Ensure PSS lists of mobs purchased are transferred to abattoir PIC via NLIS account within the legal timeframe 4.5 Take corrective action as appropriate
5. Notify receiving plant of stock transfer details	5.1 Communicate stock transfer information according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3114A Manage NLIS data for saleyard purchase of livestock.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3107 Manage NLIS data for saleyard purchase of livestock

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must manage the National Livestock Identification System (NLIS) responsibilities for livestock identified by Radio Frequency Identification Devices (RFIDs) purchased at a saleyard, prior to their arrival at an abattoir.

The candidate must:

- view and assess pre-sale information
- confirm destination information
- complete purchase
- secure PSS or buyer's reconciliation report
- notify receiving plant of stock transfer details
- read and interpret a pre-sale catalogue
- read and interpret an NVD
- read an interpret a PSS
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs) to interact with agents, raise and explain issues and problems
- use negotiation skills to resolve issues such as problems with original location, incomplete NVDs or PICs
- use mathematical skills to validate data on PSS
- take appropriate steps to minimise workplace health and safety risks when working with livestock

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the NLIS system, including the origin and nature of the system, its commercial importance, role in food safety and importing country requirements, role in traceability
- NLIS regulatory requirements in relation to abattoirs
- purpose, nature of and regulations underpinning the use of PICs
- role and responsibilities of regulators, and other bodies such as MLA in relation to NLIS

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- status, abbreviations and what they mean, and the required actions to be taken in response
- how to deal with problems of original location

Assessment Conditions

Assessment must be conducted in the workplace.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3108 Manage NLIS for saleyard purchase of sheep or goats

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to manage the National Livestock Identification System (NLIS) responsibilities for sheep or goats purchased at a saleyard, prior to their arrival at an abattoir.

This unit applies to stock buyers who are responsible for purchasing livestock from saleyards.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPA3101 Overview of the NLIS for sheep goats

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. ew and assess pre-sale information	1.1 Identify stock that meet the workplace or customer requirements prior to the sale
2. Confirm destination information	2.1 Ensure buyer’s destination Property Identification Code (PIC) is known to the saleyard operators
3. Check the National Vendor Declaration (NVD)	3.1 Determine whether the mob is vendor-bred or non-vendor-bred 3.2 Conduct additional required checks for non-vendor bred sheep
4. Complete purchase	4.1 Confirm all required documentation is completed correctly 4.2 Complete purchase according to enterprise requirements
5. Secure Post Sale Summary (PSS) or buyer's reconciliation report	5.1 Check PSS for consistency with purchase decisions 5.2 Confirm that all National Vendor Declarations (NVDs) from which stock have been sourced are held by the agent 5.3 Obtain hard copies if required 5.4 Ensure PSS lists of mobs purchased are transferred to abattoir Property Identification Code (PIC) via NLIS account within the legal timeframe 5.5 Take corrective action as appropriate
6. Notify receiving plant of stock transfer details	6.1 Communicate stock transfer information according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3115A Manage NLIS for saleyard purchase of sheep or goats.

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Links

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Assessment Requirements for AMPA3108 Manage NLIS for saleyard purchase of sheep or goats

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must manage the National Livestock Identification System (NLIS) responsibilities for sheep or goats purchased at a saleyard, prior to their arrival at an abattoir.

The candidate must:

- view and assess pre-sale information
- confirm destination information
- check the NVD
- complete purchase
- secure PSS or buyer's reconciliation report
- notify receiving plant of stock transfer details
- read and interpret an NVD
- read an interpret a PSS
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs) to interact with agents, raise and explain issues and problems
- use negotiation skills to resolve issues such as problems with original location, incomplete NVDs or PICs
- use mathematical skills to validate data on PSS
- take appropriate steps to minimise workplace health and safety risks when working with livestock

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the role of the NVD
- NLIS system, including the origin and nature of the system, its commercial importance, role in food safety and importing country requirements, role in traceability
- NLIS regulatory requirements in relation to producers, agents, saleyards and abattoirs
- purpose, nature of and regulations underpinning the use of PICs

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- role and responsibilities of producers, agents, saleyards and abattoirs
- role and responsibilities of regulators, and other bodies such as Meat and Livestock Australia (MLA) in relation to NLIS
- status, abbreviations and what they mean, and the required actions to be taken in response
- how to deal with problems of consignment PIC

Assessment Conditions

Assessment must be conducted in the workplace.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3109 Manage, report and upload NLIS slaughter data from RFIDs

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to manage the reporting of slaughter data to the National Livestock Identification System (NLIS) data base.

This unit applies to Quality Assurance managers or livestock clerks who are responsible for reconciling actual slaughter data with the shift kill sheet. The unit also covers the uploading of data to the NLIS data base.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPA3102 Overview of the NLIS program utilising RFIDs

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Validate the kill sheet with slaughter floor staff	1.1 Liaise with slaughter staff floor to correct kill sheet discrepancies such as out of sequence stock, emergency kills, non-identified stock or non-reading devices 1.2 Validate slaughter numbers prior to upload of NLIS data
2. Upload data to the NLIS database	2.1 Access the NLIS database 2.2 Upload slaughter floor carcase feedback data
3. Check NLIS data upload history	3.1 Access the NLIS database 3.2 Ensure successful upload of data
4. Respond to email errors	4.1 Respond to emails from the NLIS database 4.2 View and respond to error reports 4.3 Resolve upload issues 4.4 Record and save resolution of errors 4.5 Implement corrective actions in response to ongoing non-compliance issues

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3116A Manage, report and upload NLIS slaughter data from RFIDs.

Links

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Assessment Requirements for AMPA3109 Manage, report and upload NLIS slaughter data from RFIDs

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must manage the reporting of slaughter data to the National Livestock Identification System (NLIS) data base.

The candidate must:

- validate the kill sheet with slaughter floor staff
- upload data to the NLIS database
- check NLIS data upload history
- respond to email errors
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs) to:
  - validate the kill sheet
  - upload slaughter data to the NLIS database
  - resolve upload problems
  - raise and explain issues and problems with slaughter floor staff
- use negotiation skills to resolve issues
- take appropriate steps to minimise workplace health and safety risks when working with livestock

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the NLIS system, including the origin and nature of the system, its commercial importance, role in food safety and importing country requirements, role in traceability
- NLIS regulatory requirements in relation to abattoirs
- sources of errors with slaughter data
- NLIS uploading procedures
- NLIS rules for responding to error emails
- on-site data storage procedures

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- status, abbreviations and what they mean, and the required actions to be taken in response

Assessment Conditions

Assessment must be conducted in the workplace.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3110 Manage, report and upload mob based NLIS data for sheep and goats

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to manage the reporting of slaughter data for the mob based National Livestock Identification System (NLIS) data base.

This unit applies to Quality Assurance managers or livestock clerks who are responsible for reconciling actual slaughter data with the shift kill sheet. The unit also covers the uploading of data to the NLIS data base.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPA3101 Overview of the NLIS for sheep and goats

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Validate the kill sheet with slaughter floor staff	1.1 Liaise with slaughter staff floor to correct kill sheet discrepancies such as out of sequence stock, emergency kills, non-identified stock or non-reading devices 1.2 Validate slaughter numbers prior to upload of NLIS data
2. Upload data to the NLIS database	2.1 Access the NLIS database 2.2 Upload slaughter data via online entry or through file upload
3. Check NLIS data upload history	3.1 Access the NLIS database 3.2 Ensure successful upload of data
4. Respond to upload errors	4.1 Respond to emails from the NLIS database 4.2 View and respond to error reports 4.3 Resolve upload issues 4.4 Record and save resolution of errors 4.5 Implement, record and review corrective actions

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3117A Manage, report and upload mob based NLIS data for sheep and goats.

Links

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Assessment Requirements for AMPA3110 Manage, report and upload mob based NLIS data for sheep and goats

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must manage the reporting of slaughter data for the mob based National Livestock Identification System (NLIS) data base.

The candidate must:

- validate the kill sheet with slaughter floor staff
- upload data to the NLIS database
- check NLIS data upload history
- respond to upload errors
- reconcile difference between slaughter floor data and kill sheet
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs) to interact with the NLIS database and slaughter floor staff
- use negotiation skills to resolve issues
- take appropriate steps to minimise workplace health and safety risks when working with livestock

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the NLIS system, including the origin and nature of the system, its commercial importance, role in food safety and importing country requirements, role in traceability
- NLIS regulatory requirements in relation to abattoirs
- sources of errors with NLIS data
- NLIS uploading procedures
- NLIS rules for responding to error emails
- data storage procedures
- status, abbreviations and what they mean, and the required actions to be taken in response

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Assessment Conditions

Assessment must be conducted in the workplace.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3111 Conduct start up procedures and preoperational checks on slaughter floor NLIS data equipment

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to conduct start-up procedures and undertake pre-operational checks on slaughter floor National Livestock Information System (NLIS) data equipment such as Radio Frequency Information Devices (RFID) readers and NLIS data terminals.

The unit is applicable to slaughter floor staff responsible for turning on RFID readers and NLIS data terminals and then conducting pre operational checks.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPA3102 Overview of the NLIS program utilising RFIDs

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Implement start-up procedures	1.1 Follow work and manufacturer's instructions to start-up readers and NLIS data terminals 1.2 Check back up reader
2. Perform pre-operational checks	2.1 Check operation of reader using test RFID 2.2 Check terminal is connected to RFID reader and server 2.3 Report issues promptly to relevant supervisors
3. Ensure testing and maintenance regimes	3.1 Check routine testing and maintenance of readers is being performed
4. Perform basic troubleshooting on hardware and software	4.1 Identify and isolate issue and check start-up procedures 4.2 Follow basic trouble shooting tests using workplace procedures and manufacturer's instructions
5. Implement corrective action when hardware or software fails	5.1 Inform all relevant staff when hardware or software fails 5.2 Implement fall-back plan including use of back-up readers and terminals 5.3 Instruct operators as to new arrangements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3118A Conduct start up procedures and preoperational checks on slaughter floor NLIS data equipment.

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Assessment Requirements for AMPA3111 Conduct start up procedures and preoperational checks on slaughter floor NLIS data equipment

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must conduct start-up procedures and undertake pre-operational checks on slaughter floor National Livestock Information System (NLIS) data equipment such as Radio Frequency Information Devices (RFID) readers and NLIS data terminals.

The candidate must:

- perform start-up operations for RFID readers
- perform pre-operational checks
- ensure testing and maintenance regimes
- perform basic trouble shooting on hardware and software
- implement corrective action when hardware or software fails
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs) to interact with people such as maintenance staff, equipment providers, supervisors and other operators to overcome operating problems
- take appropriate steps to minimise workplace health and safety risks

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the NLIS system, including the origin and nature of the system, its commercial importance, role in food safety and importing country requirements, role in traceability
- NLIS regulatory requirements in relation to abattoirs
- start up procedures on readers and NLIS data terminals
- pre-operational checks on readers and NLIS data terminals
- manufacturer's instructions
- workplace procedures
- routine testing and maintenance requirements
- standard simple trouble shooting on software and hardware

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- role and responsibilities of regulators, and other bodies such as MLA in relation to NLIS

Assessment Conditions

Assessment must be conducted in the workplace.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3112 Manage NLIS data from RFIDs on the slaughter floor

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to capture National Livestock Identification System (NLIS) data from Radio Frequency Identification Devices (RFIDs), record data and align NLIS details with carcase number.

This unit is used to train slaughter floor operators who undertake the collection of NLIS data on the slaughter floor from RFIDs.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPA3102 Overview of the NLIS program utilising RFIDs

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Start up readers and computer terminal	1.1 Follow workplace requirements to start up RFID readers and terminals including procedures for boot-up, ensuring main frame connection and log-in 1.2 Trouble shoot any problems with start up 1.3 Obtain kill sheet 1.4 Ensure consumables are available (e.g. carcase tickets)
2. Manage and monitor RFID reading process	2.1 Ensure RFIDs are being read 2.2 Check mobs against the kill sheet to ensure stock is in order, the right numbers, and in the right consignment sequence 2.3 Interpret screens and messages 2.4 Diarise and resolve any issues rapidly 2.5 Immediately implement back-up system if main system appears to be failing or has failed 2.6 Liaise with kill floor supervisor and make corrections for mobs that are out of sequence 2.7 Maintain communication with on-floor staff
3. Take corrective actions when NLIS data is not read	3.1 Respond to non-readers by implementing workplace procedures to manually capture NLIS data 3.2 Implement workplace procedures for missing RFIDs 3.3 Manage multiple NLIS devices by implementing workplace procedures 3.4 Deal with rumen boluses that do not read by implementing workplace procedures
4. Respond to a carcase with an Extended Residue Program (ERP) status	4.1 Follow workplace procedures for dealing with a carcase with an ERP status alert 4.2 Report the status to slaughter floor supervisor 4.3 Implement company's procedures for monitoring and managing stock with a status
5. Follow break and end of shift procedures	5.1 Follow procedures for break and end of shift shut down
6. Validate shift slaughter details	6.1 Liaise with the livestock clerk to validate the slaughter floor data 6.2 Note and explain any differences between the kill sheet and

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Element	Performance criteria
	slaughter operations 6.3 Diarise problems and resolve discrepancies of the shift such as missed bodies and animals out of order
7. Implement workplace procedures to deal with a software or hardware failure	7.1 Trouble shoot the problem 7.2 Implement corrective actions e.g. use wand reader if panel reader fails

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3119A Manage NLIS data from RFIDs on the slaughter floor.

Links

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Assessment Requirements for AMPA3112 Manage NLIS data from RFIDs on the slaughter floor

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must capture National Livestock Identification System (NLIS) data from Radio Frequency Identification Devices (RFIDs), record data and align NLIS details with carcase number.

The candidate must:

- start up readers and computer terminal
- manage and monitor RFID reading process
- operate RFID readers and recorders
- check connection with terminal and server
- monitor RFID reader
- take corrective actions when NLIS data is not read
- respond to a carcase with an ERP status
- follow break and end of shift procedures
- validate shift slaughter details
- implement work place procedures to deal with a software or hardware failure
- read and interpret a kill sheet
- communicate clearly and with relevance to work instructions and Standard Operating Procedures (SOPs) with supervisors, livestock clerks and slaughter floor operators
- generate reports
- perform simple trouble shooting on software and hardware
- take appropriate steps to minimise workplace health and safety risks

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the NLIS system, including the origin and nature of the system, its commercial importance, role in food safety and importing country requirements, role in traceability
- NLIS regulatory requirements in relation to abattoirs

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- purpose, nature of and regulations underpinning the use of PICs
- NLIS devices including Radio Frequency Identification Devices (RFIDs) and boluses, and their purpose and function in the cattle NLIS
- status, abbreviations and what they mean, and the required actions to be taken in response
- when and how tail tags are used
- start up procedures
- recognising and interpreting NLIS screens
- ERP status and responses
- corrective actions for non-readers, missing tags, out of order stock, multiple devices, boluses
- relevant work instructions and Standard Operating Procedures (SOPs)
- shut down procedures
- tailtag procedures

Assessment Conditions

Assessment must be completed in the workplace.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3113 Prepare a kill sheet

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to prepare a kill sheet for a slaughter floor.

This unit is applicable to staff in a processing plant who are responsible for the preparation of a kill sheet which sets the order for processing livestock for a shift.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Review stock arrival documentation	1.1 Check all relevant paperwork has been received, e.g., National Vendor Declarations (NVDs) or Post-Sale Summaries (PSSs)
2. Prepare kill sheet	2.1 Prepare kill sheet according to workplace requirements and livestock advice 2.2 Liaise with livestock staff to determine correct order for stock presentation to slaughter 2.3 Ensure relevant staff receive kill sheet in a timely manner according to work place requirements
3. Make adjustments to the kill sheet throughout the day	3.1 Liaise with slaughter floor staff to ensure kill sheet is modified if stock are presented out of order, e.g. emergency kills 3.2 Modify kill sheet as and when livestock or on-floor issues alter the order or number of stock to be processed 3.3 Ensure relevant staff received modified kill sheets in a timely manner according to work place requirements
4. Identify NLIS requirements that apply to meat processors	4.1 Explain the company's NLIS reporting requirements 4.2 Ensure the kill sheet reconciliations are completed and enable an accurate upload of NLIS data

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3120A Prepare a kill sheet.

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Assessment Requirements for AMPA3113 Prepare a kill sheet

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must prepare a kill sheet for a slaughter floor.

The candidate must:

- review stock arrival documentation
- prepare kill sheet
- modify a kill sheet to meet changes to production scheduling
- make adjustments to the kill sheet throughout the day
- interpret an abattoir's kill sheet
- reconcile kill sheets at the end of production
- explain the importance of the Property Identification Code (PIC) and NVD
- read and interpret NVDs
- advise livestock and slaughter floor staff of changes in the kill sheet and provide support as required
- communicate relevant to work instructions and Standard Operating Procedures (SOPs) effectively with slaughter floor and livestock supervisors
- take appropriate steps to minimise workplace health and safety risks when working with livestock

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the NLIS system, including the origin and nature of the system, its commercial importance, role in food safety and reporting requirements, role in traceability
- NLIS status, abbreviations and what they mean, and the required actions to be taken in response
- regulatory requirements which impact on when stock must be presented for processing
- workplace requirements that impact on the order in which categories of stock are presented
- workplace arrangements for dealing with non-tagged animals
- kill sheet distribution requirements

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- impact of kill sheet changes on lairage and production staff

Assessment Conditions

Assessment must be conducted in the workplace.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3115 Undertake pre slaughter checks of NVDs, PICs and RFIDs

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to undertake a pre-slaughter check of National Vendor Declarations (NVDs) and Property Identification Codes (PICs) against the National Livestock Identification System (NLIS) database and where appropriate to identify stock with an actual or potential Extended Residue Program (ERP) status.

These tasks are typically undertaken by a Quality Assurance manager or a livestock clerk reporting to a Quality Assurance manager. The work is undertaken prior to the preparation of a kill sheet to ensure that where appropriate stock that have a potential residue issue are dealt with according to regulatory and workplace requirements.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPA3102 Overview of the NLIS program utilising RFIDs

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Log-in to NLIS database	1.1 Access NLIS database 1.2 Troubleshoot accessing issues
2. Review NVDs and/or Post-Sale Summary (PSS)	2.1 Review the NVDs against regulatory, market and workplace requirements 2.2 Enter PICs off NVDs into the NLIS Database 2.3 Print NVDs results and store 2.4 Review PSSs for any statuses
3. Check PICs against the NLIS database	3.1 Identify any invalid PICs and implement response action according to workplace procedures 3.2 Identify relevant Early Warning (EW) status 3.3 Identify ERP status 3.4 Identify LPA status 3.5 Verify Life-Time (LT) status where required 3.6 Identify test requirements
4. Implement response to EW or ERP status	4.1 Interpret the requirements for an EW or ERP status 4.2 Inform appropriate Quality Assurance, lairage and production staff according to workplace requirements
5. Review status of cattle on an abattoir's PIC	5.1 Access NLIS database where applicable and review the status of cattle on the abattoir PIC

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3122A Undertake pre slaughter checks of NVDs, PICs and RFIDs.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3115 Undertake pre slaughter checks of NVDs, PICs and RFIDs

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must undertake a pre-slaughter check of National Vendor Declarations (NVDs) and Property Identification Codes (PICs) against the National Livestock Identification System (NLIS) database and where appropriate to identify stock with an actual or potential Extended Residue Program (ERP) status.

The candidate must:

- log-in to NLIS database
- review NVDs and/or PSS
- check PICs against the NLIS database
- implement response to EW or ERP status
- review status of cattle on an abattoir's PIC
- interrogate the NLIS database to check PICs, current holdings on abattoir PIC
- store print outs and electronic records according to workplace requirements
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs) to interact with lairage, Quality Assurance and production staff
- use negotiation skills to resolve issues such as problems with original location, incomplete NVDs or Property Identification Codes (PICs)
- use mathematical skills to verify stock arriving against number listed on NVD/PSS
- take appropriate steps to minimise workplace health and safety risks when working with livestock

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the NLIS system, including the origin and nature of the system, its commercial importance, role in food safety and importing country requirements, role in traceability
- NLIS regulatory requirements in relation to abattoirs
- NLIS devices including Radio Frequency Identification Devices (RFIDs) and boluses, and their purpose and function in the NLIS

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- NLIS Database Helpline contact details
- purpose, nature of and regulations underpinning the use of PICs
- status, abbreviations and what they mean, and the required actions to be taken in response, including:
  - purpose and intent of NVDs
  - effect of an LPA status
  - nature of an Early Warning (EW) status
  - workplace response to an EW status
  - nature of an Extended Residue Program (ERP) status
  - regulatory and workplace response to an ERP status

Assessment Conditions

Assessment must be conducted in the workplace.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3116 Supervise meat packing operation

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to oversee and supervise the packing of meat products in accordance with regulatory, workplace and customer requirements.

This unit is applicable for supervisors and team leaders on slaughter floors (where meat is packed), boning rooms, offal rooms, tripe rooms, pet food premises and food service operations.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Check and prepare packing area	1.1 Check packing area for hygiene and operational requirements prior to commencing work, in accordance with workplace and regulatory requirements 1.2 Ensure required packaging materials are correctly selected and are in place 1.3 Ensure team members are in allocated positions and prepared
2. Check product instructions and specifications prior to operation	2.1 Ensure product specifications are clearly identified 2.2 Ensure packers are aware of packing specifications
3. Oversee packing process	3.1 Check packaging for defects and take corrective action where necessary 3.2 Monitor production speed and make adjustments where required 3.3 Monitor workplace health and safety requirements and make adjustments where required 3.4 Regularly check packaged product against customer and workplace specifications and take corrective action where necessary 3.5 Regularly check labelling for accuracy and positioning and make adjustments where required 3.6 Ensure out of specification products are handled according to workplace requirements
4. Provide support to team members	4.1 Provide guidance and support to individual team members where necessary 4.2 Monitor speed and accuracy of team members and provide additional guidance and support where necessary 4.3 Ensure new staff receive additional support where required 4.4 Use communication skills to give clear instructions and advice

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

New unit - no equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3116 Supervise meat packing operation

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must oversee and supervise the packing of meat products in accordance with regulatory, workplace and customer requirements.

The candidate must:

- check and prepare packing area
- perform pre-operational hygiene check
- check product meets specifications prior to packing and take corrective action where necessary
- oversee packing process to ensure process runs smoothly
- oversee hygiene requirements during production and ensure compliance with workplace requirements
- provide support to team members including advice, guidance and additional assistance where required
- ensure packaged product meets customer and workplace specifications
- read and interpret product and packaging specifications and product labels
- ensure team compliance with workplace health and safety requirements
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- monitor quality control

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- labelling systems used in the workplace
- relevant workplace health and safety and regulatory requirements
- the nature and sources of micro, physical and chemical contamination
- hygiene and sanitation requirements of the packaging process
- team member roles and responsibilities

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- workplace requirements for handling defective packaging, contamination product and out-of-specification product

Assessment Conditions

Assessment must be conducted in the workplace.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3117 Oversee product loadout

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to supervise the loading of meat products onto trucks and/or containers.

This unit is applicable to loading out product from abattoirs, boning rooms, smallgoods plants, wild game depots, game processing plants, food services and wholesaling operations.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify and check products to be loaded	1.1 Check that identified product has been correctly selected, is complete, and meets workplace requirements and customer specifications 1.2 Check temperature records to ensure that product meets workplace and customer requirements 1.3 Check brands or labels against order 1.4 Ensure packaging is intact 1.5 Ensure re-packs meet company and regulatory requirements 1.6 Check that loadout area and equipment meet workplace health and safety and regulatory requirements 1.7 Check that transportation vehicle or container meets hygiene and sanitation, workplace health and safety and regulatory requirements 1.8 Take corrective action where necessary
2. Monitor loadout process	2.1 Ensure required temperatures are maintained 2.2 Ensure product is loaded according to workplace health and safety, workplace and regulatory requirements 2.3 Check loadout documentation for accuracy and completeness 2.4 Identify and resolve problems to ensure safe and efficient loadout processes are in place and followed 2.5 Meet security requirements for products (e.g. seals on trucks and containers) in accordance with regulatory requirements 2.6 Ensure loadout area is kept clean and tidy and clear of obstructions 2.7 Provide advice and support to team members where necessary

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

New unit - no equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3117 Oversee product loadout

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must supervise the loading of meat products onto trucks and/or containers.

The candidate must:

- consistently ensure products to be loaded meet workplace and customer specifications
- conduct checks on product, labels, loadout area and transportation vehicles to ensure accuracy, compliance with hygiene and sanitation, workplace health and safety and regulatory requirements
- monitor loadout process to ensure smooth running of process and compliance with workplace requirements
- identify problems and take appropriate corrective action
- oversee re-pack operations
- ensure loadout documentation is accurate and complete
- monitor product security
- provide support to team members where required
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- relevant workplace, health and safety and regulatory requirements
- loadout documentation
- labelling requirements
- problems likely to arise during the loadout process (e.g. weather conditions, dropped product, incorrect labels) and the corrective actions to be taken

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Assessment Conditions

Assessment must be conducted in the loadout area of a registered operating meat processing plant, game depot, food service or wholesaling operation.

Competency must be demonstrated at the normal rate of production.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3118 Monitor pH and temperature decline

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to 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.

This unit is for Quality Assurance Officers who have responsibility for monitoring 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.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Explain purpose of pH monitoring	1.1 Explain nature and purpose of pH monitoring 1.2 Explain the impact stress in an animal can have on pH 1.3 Explain the pH/temperature window and its importance to meat quality 1.4 Explain relationship of pH and temperature window to MSA standards (if applicable) 1.5 Explain the concepts of hot and cold shortening and the impact on meat quality 1.6 Describe corrective actions which can be taken if window performance is not achieved 1.7 Describe the process for pH and temperature monitoring 1.8 Explain hygiene and sanitation, contamination, and workplace health and safety considerations associated with pH and temperature decline monitoring
2. Conduct monitoring of the pH or temperature window	2.1 Demonstrate correct technique for pH and temperature measurement according to workplace requirements 2.2 Collect necessary information for validating monitoring 2.3 Collect valid and sufficient readings 2.4 Record and report results

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

New unit - no equivalent unit.

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Links

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Assessment Requirements for AMPA3118 Monitor pH and temperature decline

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must conduct pH and temperature declines and weekly monitoring, as well as validate results to ensure conformance to the pH and temperature window.

The candidate must:

- collect information on live animals to be used in pH and temperature monitoring
- conduct monthly and weekly monitoring of the pH and temperature window
- consistently collect valid information and readings
- observe, time and follow carcases through the slaughter floor recording the following:
  - carcase information
  - chiller number
  - immobiliser information (if applicable)
  - rigidity probe information (if applicable)
  - stimulation information (if applicable)
  - time into the chiller
  - time stunned
- analyse results to verify conformance
- apply communication and mathematical skills relevant to work instructions and Standard Operating Procedures (SOPs)
- identify and apply relevant workplace health and safety, regulatory and workplace requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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 carcase to reach the chiller can impact on the rate of pH decline

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- 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

Assessment Conditions

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

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.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3119 Apply food animal anatomy and physiology to inspection processes

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to apply knowledge of the anatomy and physiology of food animals in recognition of diseases and undertaking meat inspection procedures.

This unit is suitable for students undertaking meat safety (inspection) training and is a prerequisite for the post mortem inspection units in the Australian Meat Industry Training Package.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Describe the physiology and anatomy of food animals as they relate to meat inspection	1.1 Describe the cells, body tissue and general body plan of food animals 1.2 Describe the skeletal and muscular system of food animals 1.3 Explain the blood and circulatory system 1.4 Explain and describe the lymphatic system of food animals 1.5 Describe the respiratory system 1.6 Describe the digestive system 1.7 Describe the excretory system 1.8 Describe the reproductive system 1.9 Describe the nervous system 1.10 Explain the function of skin and the endocrine glands
2. Describe the nature, signs and causes of pathology in food animals	2.1 Identify the nature, signs and causes of inflammation 2.2 Identify the nature and causes of physical abnormalities 2.3 Describe the nature and causes of neoplasms 2.4 Describe the ways in which food animals can be poisoned and the signs of poisoning 2.5 Describe the common microbiological diseases found in food animals 2.6 Describe the nature, life cycle and signs of common parasitic diseases in food animals
3. Apply knowledge of anatomy and physiology to the interpretation of post mortem procedures	3.1 Identify the physiological and anatomical features required to be inspected in the Australian Standard for the major food species 3.2 Identify abnormalities that may impact on food safety and wholesomeness of meat

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

New unit - no equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3119 Apply food animal anatomy and physiology to inspection processes

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must be able to apply knowledge of food animal anatomy and physiology at a production speed when conducting inspections.

The candidate must:

- identify the major elements of the skeletal and muscular system of a food animal species
- identify the major lymph nodes on a food animal species
- identify the major elements of the respiratory system of food animal species
- identify the major elements of the digestive and excretory system of food animals
- identify the major elements of the reproductive system of food animals
- identify signs of inflammation
- apply knowledge of the anatomy and physiology of food animals when interpreting post mortem inspection requirements as set out in the Australian Standard, importing country requirements, work instructions and Standard Operating Procedures
- interpret the impact of diseases and conditions on the wholesomeness of meat

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the skeletal and muscular system of food animals
- the lymph nodes on a food animal
- the respiratory system of food animals
- the digestive and excretory system of food animals
- the cells, body tissue and general body plan of food animals
- the excretory system of food animals
- the reproductive system of food animals
- the nervous system of food animals
- the function of skin and the endocrine glands
- the function of blood and circulatory system

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- the function of lymphatic system of food animals
- the nature, signs and causes of inflammation
- the nature and causes of physical abnormalities
- the nature and causes of neoplasms
- the signs and causes of poisoning in animals
- the common microbiological diseases in food animals
- the nature, life cycle and signs of common parasitic diseases in food animals

Assessment Conditions

Competency must be demonstrated on the actual carcase and viscera of at least one species of food animal as well as models or diagrams of the other food animal species.

Assessment may occur in the work place or in a suitable teaching environment for the handling of carcases and viscera.

A minimum of three different forms of assessment must be used. These should include:

- a written examination of knowledge
- physical demonstration of the ability to identify physiological and anatomical features of an actual carcase and viscera for one species
- identification of physiological and anatomical features on other species from images and diagrams

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3120 Perform ante and post-mortem inspection - Ovine and Caprine

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to perform ante-mortem and post mortem inspection duties on lambs, sheep and/or goats in an abattoir in accordance with the Australian Standard.

This unit is applicable to those who seek employment and registration as a meat inspector in either the domestic or export processing sectors.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen Knives

AMPA3002 Handle animals humanely while conducting ante-mortem inspection

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify breeds and types of sheep and/or goats and describe market requirements	1.1 Identify major breeds of commonly slaughtered sheep or goats 1.2 Identify distinguishing features of major breeds 1.3 Describe market requirements for sheep or goats
2. Identify the main reasons for ante-mortem inspection	2.1 Explain reasons for ante-mortem inspection 2.2 Identify regulatory requirements associated with ante-mortem inspection
3. Perform ante-mortem inspection on lambs or sheep or goats	3.1 Identify and explain procedures and principles of humane handling of lambs, sheep or goats 3.2 Detect and identify signs of common conditions responsible for abnormalities at ante-mortem 3.3 Identify procedures for humane destruction 3.4 Identify procedures for emergency and suspect slaughter 3.5 Perform ante-mortem inspection on lambs or sheep according to relevant workplace health and safety and regulatory requirements 3.6 Identify Quality Assurance aspects of ante-mortem inspection
4. Make disposition as a result of inspection and take appropriate action	4.1 Identify and describe common diseases and conditions responsible for abnormalities in lamb, sheep or goats 4.2 Segregate suspect stock according to regulatory and workplace requirements 4.3 Identify signs of emergency or notifiable diseases 4.4 Describe emergency or notifiable disease procedures as set out in the relevant regulations
5. Identify base anatomical structure systems of sheep and or goats	5.1 Identify organs of ovine/caprine species 5.2 Identify and explain lymphatic, circulatory, digestive, urinary, nervous and respiratory systems 5.3 Identify basic skeletal structure of ovine/caprine species
6. Identify the main reasons for post-mortem inspection	6.1 Identify reasons for post-mortem inspection 6.2 Identify regulatory requirements associated with post-mortem inspection

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Element	Performance criteria
7. Perform post-mortem inspection of ovine/caprine species	7.1 Follow procedures for post-mortem inspection 7.2 Identify and detect abnormalities 7.3 Perform post-mortem inspection on at least one species (ovine or caprine) in accordance with regulatory requirements, hygiene and sanitation requirements and workplace health and safety requirements, in a work environment and under normal production conditions 7.4 Identify Quality Assurance (QA) issues of post-mortem inspection
8. Make disposition	8.1 Identify, detect and document common diseases and conditions responsible for abnormalities for at least one species 8.2 Identify and explain symptoms of emergency diseases
9. Treat affected carcase appropriately	9.1 Treat carcase in accordance with regulatory, hygiene and sanitation, and workplace health and safety requirements 9.2 Demonstrate anatomical knowledge of carcase in the disposition process
10. Monitor stunning and slaughter of animals	10.1 Identify requirements for effective stunning and slaughter 10.2 Check that animals are stunned and bled according to workplace and regulatory requirements 10.3 Ensure corrective action is taken in the event of ineffective stunning or bleeding
11. Describe the procedures followed for retained carcase on the slaughter floor	11.1 Identify and describe procedures for retained carcase as set out workplace and regulatory requirements
12. Identify and use Personal Protective Equipment (PPE) required to perform post-mortem inspection	12.1 Identify and describe equipment for post-mortem inspection 12.2 Use equipment in accordance with QA and workplace requirements 12.3 Use, maintain and store PPE to workplace health and safety requirements
13. Take pathological and residue samples to assist in determining disposition	13.1 Identify lesions and tissues necessary for determining dispositions 13.2 Collect and submit specimens according to workplace procedures 13.3 Interpret results 13.4 Retain carcases awaiting results according to workplace procedures

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

New unit - no equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3120 Perform ante and post-mortem inspection - Ovine and Caprine

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

Candidates must perform the ante-mortem and post-mortem inspection of lambs, sheep and or goats to Australian Standards and other relevant regulatory requirements in a workplace environment under normal operating conditions.

The candidate must:

- perform ante-mortem inspection in accordance with the Australian Standard and where relevant other importing country requirements
- describe principles and procedures for humane handling
- identify common diseases and conditions found at ante-mortem
- describe symptoms of emergency or notifiable diseases
- make correct dispositions for the emergency, notifiable and common diseases and conditions found at ante mortem in accordance with the Australian Standard
- segregate suspect animals in accordance with the Australian Standard and/or importing country requirements
- identify the steps and procedures for humane destruction, emergency and suspect kills
- identify the organs, skeletal structure and elements of the lymphatic, circulatory, digestive, urinary, nervous and respiratory systems relevant to meat inspection duties
- perform post-mortem inspection in accordance with the Australian Standard and, where relevant, other importing country requirements
- identify common diseases and conditions found at post-mortem
- describe the symptoms of emergency and notifiable diseases found at post mortem
- make correct dispositions for the common, emergency and notifiable diseases and conditions in accordance with the Australian Standard
- treat carcases and offal in accordance with the Australian Standard and/or importing country requirements
- monitor restraint, stunning and bleeding in order to detect, assess and report animal welfare issues
- take and dispatch samples for mandated testing

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- treat carcases being held for test results in accordance with regulatory or importing country requirements
- perform inspection duties in accordance with workplace health and safety requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the physiology and anatomy of lambs, sheep and or goats
- the Australian Standard procedures for the ante and post mortem inspection of lambs, sheep and or goats
- additional inspection procedures relevant to the plant where assessment of the trainee is taking place
- humane and efficient slaughtering techniques including restraint, stunning and bleeding
- procedures for retaining carcases
- carcase sampling and testing
- workplace health and safety hazards and workplace requirements
- role of equipment for meeting hygiene and sanitation and workplace requirements
- correct technique for incision of parts and organs
- procedures for disposal of condemned carcase
- procedures for identifying, collecting and submitting specimens
- segregation requirements for suspect animals
- steps and procedures for humane destruction, emergency and suspect kills
- steps in ante-mortem inspection and recognise abnormal conditions
- symptoms of common diseases and conditions
- symptoms of major emergency or notifiable diseases
- regulatory requirements associated with emergency or notifiable diseases
- the relevant registration processes and procedures for meat inspectors at their specific plant

Assessment Conditions

Assessment of ante and post mortem inspection must be conducted in a slaughtering establishment and assessment of post mortem inspection must be at chain speed.

As a minimum, assessment must consist of the following three forms of assessment:

- a workplace referee report which documents at least 10 practice ante-mortem inspections and 100 hours of post-mortem inspection practice on the chain under the supervision of a qualified meat inspector or on plant veterinary officer (note that this may be reduced to 50 hours if this is the second post-mortem inspection unit selected). The candidate must diarise the practice including the number of livestock / carcases inspected and conditions detected and this has to be verified by a workplace supervisor or mentor
- knowledge test which must include an assessment of the candidates knowledge of common diseases and conditions as well as emergency and notifiable diseases

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- on-the-job assessment with assessor observation

Assessors must satisfy the current standards for RTOs.

Links

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AMPA3121 Perform ante and post-mortem inspection - Bovine

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to perform ante-mortem and post mortem inspection duties on calves, steers, cows or bulls in an abattoir processing cattle and/or Asian buffalo in accordance with the Australian Standard.

This unit is applicable to those who seek employment and registration as a meat inspector in either the domestic or export processing sectors.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen Knives

AMPA3002 Handle animals humanely while conducting ante-mortem inspection

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify breeds and types of cattle and describe market requirements	1.1 Identify major breeds of commonly slaughtered cattle 1.2 Identify distinguishing features of major breeds 1.3 Describe market requirements for cattle
2. Identify the main reasons for ante-mortem inspection	2.1 Explain reasons for ante-mortem inspection 2.2 Identify regulatory requirements associated with ante-mortem inspection
3. Perform ante-mortem inspection on cattle and/or buffalo	3.1 Identify and explain procedures and principles of humane handling of cattle and/or buffalo 3.2 Detect and identify signs of common conditions responsible for abnormalities at ante-mortem 3.3 Identify procedures for humane destruction 3.4 Identify procedures for emergency and suspect slaughter 3.5 Perform ante-mortem inspection on cattle and/or buffalo according to relevant workplace health and safety and regulatory requirements 3.6 Identify Quality Assurance aspects of ante-mortem inspection
4. Make disposition as a result of inspection and take appropriate action	4.1 Identify and describe common diseases and conditions responsible for abnormalities in cattle and/or buffalo 4.2 Segregate suspect stock according to regulatory and workplace requirements 4.3 Identify signs of emergency or notifiable diseases that could be seen at ante-mortem 4.4 Describe emergency or notifiable disease procedures as set out in the relevant regulations
5. Identify base anatomical structure systems of cattle or buffalo	5.1 Identify organs of cattle and/or buffalo 5.2 Identify and explain lymphatic, circulatory, digestive, urinary, nervous and respiratory systems 5.3 Identify basic skeletal structure of cattle and/or buffalo
6. Identify the main reasons for post-mortem inspection	6.1 Identify reasons for post-mortem inspection. 6.2 Identify regulatory requirements associated with post-mortem inspection.

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Element	Performance criteria
7. Perform post-mortem inspection of cattle or buffalo	7.1 Follow procedures for post-mortem inspection 7.2 Identify and detect abnormalities 7.3 Perform post-mortem inspection on at least one species (cattle or buffalo) in accordance with regulatory requirements, hygiene and sanitation requirements and workplace health and safety requirements, in a work environment and under normal production conditions 7.4 Identify Quality Assurance (QA) issues of post-mortem inspection
8. Make disposition	8.1 Detect and identify common diseases and conditions responsible for abnormalities for at least one species (cattle or buffalo) 8.2 Identify and explain symptoms of major emergency diseases
9. Treat affected carcase appropriately	9.1 Treat carcase in accordance with regulatory, hygiene and sanitation, and workplace health and safety requirements 9.2 Demonstrate anatomical knowledge of carcase in the disposition process
10. Monitor stunning and slaughter of animals	10.1 Identify requirements for effective stunning and slaughter 10.2 Ensure animals are stunned and bled according to workplace and regulatory requirements 10.3 Take corrective action in the event of ineffective stunning or bleeding
11. Describe the procedures followed for retained carcase on the slaughter floor	11.1 Identify and describe procedures for retained carcase in accordance with workplace and regulatory requirements
12. Identify and use Personal Protective Equipment (PPE) required to perform post-mortem inspection	12.1 Identify and explain the purpose of the PPE required for post-mortem inspection 12.2 Use equipment in accordance with QA and workplace requirements 12.3 Use, maintain and store Personal Protective Equipment (PPE) in accordance with workplace health and safety requirements
13. Take pathological and residue samples to assist in determining disposition	13.1 Identify lesions and tissues necessary for determining dispositions 13.2 Collect and submit specimens according to workplace procedures 13.3 Interpret results 13.4 Retain carcases awaiting results according to workplace procedures

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

New unit - no equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3121 Perform ante and post-mortem inspection - Bovine

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

Candidates must perform the ante-mortem and post-mortem inspection of cattle and/or buffalo to Australian Standards and other relevant regulatory requirements in a workplace environment under normal operating conditions.

The candidate must:

- perform ante-mortem inspection in accordance with the Australian Standard and where relevant other importing country requirements
- describe principles and procedures for humane handling
- identify common diseases and conditions found at ante-mortem
- describe symptoms of emergency or notifiable diseases
- make correct dispositions for the emergency, notifiable and common diseases and conditions found at ante mortem in accordance with the Australian Standard
- segregate suspect animals in accordance with the Australian Standard and / or importing country requirements
- identify the steps and procedures for humane destruction, emergency and suspect kills
- identify the organs, skeletal structure and elements of the lymphatic, circulatory, digestive, urinary, nervous and respiratory systems relevant to meat inspection duties
- perform post-mortem inspection in accordance with the Australian Standard and, where relevant, other importing country requirements
- identify common diseases and conditions found at post-mortem
- describe the symptoms of emergency and notifiable diseases found at post mortem
- make correct dispositions for the common, emergency and notifiable diseases and conditions in accordance with the Australian Standard
- treat carcases and offal in accordance with the Australian Standard and/or importing country requirements
- monitor restraint, stunning and bleeding in order to detect, assess and report animal welfare issues
- take and dispatch samples for mandated testing

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- treat carcases being held for test results in accordance with regulatory or importing country requirements
- perform inspection duties in accordance with workplace health and safety requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the physiology and anatomy of cattle and/or buffalo
- the Australian Standard procedures for the ante and post mortem inspection of cattle and/or buffalo
- additional inspection procedures relevant to the plant where assessment of the trainee is taking place
- humane and efficient slaughtering techniques including restraint, stunning and bleeding
- procedures for retaining carcases
- carcase sampling and testing
- workplace health and safety hazards and workplace requirements
- role of equipment for meeting hygiene and sanitation and workplace requirements
- correct technique for incision of parts and organs
- procedures for disposal of condemned carcase
- procedures for identifying, collecting and submitting specimens
- segregation requirements for suspect animals
- steps and procedures for humane destruction, emergency and suspect kills
- steps in ante-mortem inspection and recognise abnormal conditions
- symptoms of common diseases and conditions
- symptoms of major emergency or notifiable diseases
- regulatory requirements associated with emergency or notifiable diseases
- the relevant registration processes and procedures for meat inspectors at their specific plant

Assessment Conditions

Assessment of ante and post mortem inspection must be conducted in a slaughtering establishment and assessment of post mortem inspection must be at chain speed.

As a minimum, assessment must consist of the following three forms of assessment:

- a workplace referee report which documents at least 10 practice ante-mortem inspections and 100 hours of post-mortem inspection practice on the chain under the supervision of a qualified meat inspector or on plant veterinary officer (note that this may be reduced to 50 hours if this is the second post-mortem inspection unit selected). The candidate must diarise the practice including the number of livestock / carcases inspected and conditions detected and this has to be verified by a workplace supervisor or mentor
- knowledge test which must include an assessment of the candidates knowledge of common diseases and conditions as well as emergency and notifiable diseases

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- on-the-job assessment with assessor observation

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3122 Perform ante and post-mortem inspection - Porcine

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to perform ante-mortem and post-mortem inspection duties on pigs in an abattoir processing in accordance with the Australian Standard.

This unit is applicable to those who will seek employment and registration as a meat inspector in either the domestic or export processing sectors.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen Knives

AMPA3002 Handle animals humanely while conducting ante-mortem inspection

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify breeds and types of pig and describe market requirements	1.1 Identify major breeds of commonly slaughtered pigs 1.2 Identify distinguishing features of major breeds 1.3 Describe market requirements for pigs
2. Identify the main reasons for ante-mortem inspection	2.1 Explain reasons for ante-mortem inspection 2.2 Identify regulatory requirements associated with ante-mortem inspection
3. Perform ante-mortem inspection on pigs	3.1 Identify and explain procedures and principles of humane handling of pigs 3.2 Detect and identify signs of common conditions responsible for abnormalities at ante-mortem 3.3 Identify procedures for humane destruction 3.4 Identify procedures for emergency and suspect slaughter 3.5 Perform ante-mortem inspection on pigs according to relevant workplace health and safety and regulatory requirements 3.6 Identify Quality Assurance aspects of ante-mortem inspection
4. Make disposition as a result of inspection and take appropriate action	4.1 Identify and document common diseases and conditions responsible for abnormalities in pigs 4.2 Segregate suspect stock according to regulatory and workplace requirements 4.3 Identify signs of emergency or notifiable diseases that could be seen at ante-mortem 4.4 Describe emergency or notifiable disease procedures as set out in the relevant regulations
5. Identify base anatomical structure systems of pigs	5.1 Identify organs of pigs 5.2 Identify and explain lymphatic, circulatory, digestive, urinary, nervous and respiratory systems 5.3 Identify basic skeletal structure of pigs
6. Identify the main reasons for post-mortem inspection	6.1 Identify reasons for post-mortem inspection 6.2 Identify regulatory requirements associated with post-mortem inspection

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Element	Performance criteria
7. Perform post-mortem inspection of pigs	7.1 Follow procedures for post-mortem inspection 7.2 Identify and detect abnormalities 7.3 Perform post-mortem inspection on pigs in accordance with regulatory requirements, hygiene and sanitation requirements and workplace health and safety requirements, in a work environment and under normal production conditions 7.4 Identify Quality Assurance (QA) issues of post-mortem inspection
8. Make disposition	8.1 Detect and identify common diseases and conditions responsible for abnormalities for pigs 8.2 Identify and explain symptoms of major emergency diseases
9. Treat affected carcase appropriately	9.1 Treat carcase in accordance with regulatory, hygiene and sanitation, and workplace health and safety requirements 9.2 Demonstrate anatomical knowledge of carcase in the disposition process
10. Monitor stunning and slaughter of animals	10.1 Identify requirements for effective stunning and slaughter 10.2 Ensure animals are stunned and bled according to workplace and regulatory requirements 10.3 Take corrective action in the event of ineffective stunning or bleeding
11. Describe the procedures followed for retained carcase on the slaughter floor	11.1 Identify and describe procedures for retained carcase in accordance with workplace and regulatory requirements

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Element	Performance criteria
12. Identify and use Personal Protective Equipment (PPE) required to perform post-mortem inspection	12.1 Identify and explain the purpose of the PPE required for post-mortem inspection 12.2 Use equipment in accordance with QA and workplace requirements 12.3 Use, maintain and store Personal Protective Equipment (PPE) in accordance with workplace health and safety requirements
13. Take pathological and residue samples to assist in determining disposition	13.1 Identify lesions and tissues necessary for determining dispositions 13.2 Collect and submit specimens according to workplace procedures 13.3 Interpret results 13.4 Retain carcases awaiting results according to workplace procedures

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

New unit - no equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3122 Perform ante and post-mortem inspection - Porcine

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

Candidates must perform ante-mortem and post-mortem inspection of pigs to Australian Standards and other relevant regulatory requirements in a workplace environment under normal operating conditions.

The candidate must:

- perform ante-mortem inspection in accordance with the Australian Standard and where relevant other importing country requirements
- describe principles and procedures for humane handling
- identify common diseases and conditions found at ante-mortem
- describe symptoms of emergency or notifiable diseases
- make correct dispositions for the emergency, notifiable and common diseases and conditions found at ante mortem in accordance with the Australian Standard
- segregate suspect animals in accordance with the Australian Standard and / or importing country requirements
- identify the steps and procedures for humane destruction, emergency and suspect kills
- identify the organs, skeletal structure and elements of the lymphatic, circulatory, digestive, urinary, nervous and respiratory systems relevant to meat inspection duties
- perform post-mortem inspection in accordance with the Australian Standard and, where relevant, other importing country requirements
- identify common diseases and conditions found at post-mortem
- describe the symptoms of emergency and notifiable diseases found at post mortem
- make correct dispositions for the common, emergency and notifiable diseases and conditions in accordance with the Australian Standard
- treat carcases and offal in accordance with the Australian Standard and/or importing country requirements
- monitor restraint, stunning and bleeding in order to detect, assess and report animal welfare issues
- take and dispatch samples for mandated testing

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- treat carcases being held for test results in accordance with regulatory or importing country requirements
- perform inspection duties in accordance with workplace health and safety requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the physiology and anatomy of pigs
- the Australian Standard procedures for the ante and post mortem inspection of pigs
- additional inspection procedures relevant to the plant where assessment of the trainee is taking place
- humane and efficient slaughtering techniques including restraint, stunning and bleeding
- procedures for retaining carcases
- carcase sampling and testing
- workplace health and safety hazards and workplace requirements
- role of equipment for meeting hygiene and sanitation and workplace requirements
- correct technique for incision of parts and organs
- procedures for disposal of condemned carcase
- procedures for identifying, collecting and submitting specimens
- segregation requirements for suspect animals
- steps and procedures for humane destruction, emergency and suspect kills
- steps in ante-mortem inspection and recognise abnormal conditions
- symptoms of common diseases and conditions
- symptoms of major emergency or notifiable diseases
- regulatory requirements associated with emergency or notifiable diseases
- the relevant registration processes and procedures for meat inspectors at their specific plant

Assessment Conditions

Assessment of ante and post mortem inspection must be conducted in a slaughtering establishment and assessment of post mortem inspection must be at chain speed.

As a minimum, assessment must consist of the following three forms of assessment:

- a workplace referee report which documents at least 10 practice ante-mortem inspections and 100 hours of post-mortem inspection practice on the chain under the supervision of a qualified meat inspector or on plant veterinary officer (note that this may be reduced to 50 hours if this is the second post-mortem inspection unit selected). The candidate must diarise the practice including the number of livestock / carcases inspected and conditions detected and this has to be verified by a workplace supervisor or mentor
- knowledge test which must include an assessment of the candidates knowledge of common diseases and conditions as well as emergency and notifiable diseases
- on-the-job assessment with assessor observation

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Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3123 Perform ante and post-mortem inspection - Poultry

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to perform ante-mortem and post-mortem inspection duties on poultry in a slaughtering establishment processing in accordance with the Australian Standard.

This unit is applicable to those who will seek employment and registration as a meat inspector in either the domestic or export processing sectors.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen Knives

AMPA3002 Handle animals humanely while conducting ante-mortem inspection

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify breeds and types of poultry and describe market requirements	1.1 Identify major breeds of commonly slaughtered poultry 1.2 Identify distinguishing features of major breeds 1.3 Describe market requirements for poultry
2. Identify the main reasons for ante-mortem inspection	2.1 Explain reasons for ante-mortem inspection 2.2 Identify regulatory requirements associated with ante-mortem inspection
3. Perform ante-mortem inspection on poultry	3.1 Identify procedures and principles of humane handling of animals 3.2 Detect and identify signs of common conditions responsible for abnormalities at ante-mortem 3.3 Describe the symptoms of the major emergency diseases 3.4 Identify reporting procedures for emergency diseases 3.5 Segregate suspect stock according to regulatory and workplace requirements 3.6 Ante-mortem inspection is performed according to relevant workplace health and safety, workplace and regulatory requirements 3.7 Quality Assurance aspects of ante-mortem inspection are identified
4. Make disposition as a result of inspection and take appropriate action	4.1 Identify and describe common diseases and conditions responsible for abnormalities in poultry 4.2 Segregate suspect stock according to regulatory and workplace requirements 4.3 Identify signs of emergency or notifiable diseases that could be seen at ante-mortem 4.4 Describe emergency or notifiable disease procedures as set out in the relevant regulations
5. Identify base anatomical structure systems of poultry	5.1 Identify organs of poultry 5.2 Identify and explain lymphatic, circulatory, digestive, urinary, and nervous and respiratory systems 5.3 Identify basic skeletal structure of poultry
6. Identify the main	6.1 Identify reasons for post-mortem inspection

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Element	Performance criteria
reasons for post-mortem inspection	6.2 Identify regulatory requirements associated with post-mortem inspection
7. Perform post-mortem inspection of poultry	7.1 Follow procedures for post-mortem inspection 7.2 Identify and detect abnormalities 7.3 Perform post-mortem inspection of poultry in accordance with regulatory requirements, hygiene and sanitation requirements and workplace health and safety requirements, in a work environment and under normal production conditions 7.4 Identify Quality Assurance (QA) issues of post-mortem inspection
8. Make disposition	8.1 Detect and identify common diseases and conditions responsible for abnormalities in poultry 8.2 Identify and explain symptoms of major emergency diseases
9. Treat affected carcase appropriately	9.1 Treat carcase in accordance with regulatory, hygiene and sanitation, and workplace health and safety requirements 9.2 Demonstrate anatomical knowledge of carcase in the disposition process
10. Monitor stunning and slaughter of animals	10.1 Identify requirements for effective stunning and slaughter 10.2 Ensure animals are stunned and bled according to workplace and regulatory requirements 10.3 Take corrective action in the event of ineffective stunning or bleeding
11. Describe the procedures followed for retained carcase on the slaughter floor	11.1 Identify and describe procedures for retained carcase in accordance with workplace and regulatory requirements
12. Identify and use Personal Protective Equipment (PPE) required to perform post-mortem inspection	12.1 Identify and explain the purpose of the PPE required for post-mortem inspection 12.2 Use equipment in accordance with QA and workplace requirements 12.3 Use, maintain and store Personal Protective Equipment (PPE) in accordance with workplace health and safety requirements
13. Take pathological and residue samples to assist in determining disposition	13.1 Identify lesions and tissues necessary for determining dispositions 13.2 Collect and submit specimens according to workplace procedures 13.3 Interpret results 13.4 Retain carcases awaiting results according to workplace procedures

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

Equivalent to MTMP412A - Inspect Poultry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3123 Perform ante and post-mortem inspection - Poultry

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

Candidates must perform the ante-mortem and post-mortem inspection of poultry to Australian Standards and other relevant regulatory requirements in a workplace environment under normal operating conditions.

The candidate must:

- perform ante-mortem inspection in accordance with the Australian Standard and where relevant other importing country requirements
- describe principles and procedures for humane handling
- identify common diseases and conditions found at ante-mortem
- describe symptoms of emergency or notifiable diseases
- make correct dispositions for the emergency, notifiable and common diseases and conditions found at ante mortem in accordance with the Australian Standard
- segregate suspect animals in accordance with the Australian Standard and / or importing country requirements
- identify the steps and procedures for humane destruction, emergency and suspect kills
- identify the organs, skeletal structure and elements of the lymphatic, circulatory, digestive, urinary, nervous and respiratory systems relevant to meat inspection duties
- perform post-mortem inspection in accordance with the Australian Standard and, where relevant, other importing country requirements
- identify common diseases and conditions found at post-mortem
- describe the symptoms of emergency and notifiable diseases found at post mortem
- make correct dispositions for the common, emergency and notifiable diseases and conditions in accordance with the Australian Standard
- treat carcases and offal in accordance with the Australian Standard and/or importing country requirements
- monitor restraint, stunning and bleeding in order to detect, assess and report animal welfare issues
- take and dispatch samples for mandated testing

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- treat carcases being held for test results in accordance with regulatory or importing country requirements
- perform inspection duties in accordance with workplace health and safety requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the physiology and anatomy of poultry
- the Australian Standard procedures for the ante and post mortem inspection of poultry
- additional inspection procedures relevant to the plant where assessment of the trainee is taking place
- humane and efficient slaughtering techniques including restraint, stunning and bleeding
- procedures for retaining carcases
- carcase sampling and testing
- workplace health and safety hazards and work place requirements
- role of equipment for meeting hygiene and sanitation and workplace requirements
- correct technique for incision of parts and organs
- procedures for disposal of condemned carcase
- procedures for identifying, collecting and submitting specimens
- segregation requirements for suspect animals
- steps and procedures for humane destruction, emergency and suspect kills
- steps in ante-mortem inspection and recognise abnormal conditions
- symptoms of common diseases and conditions
- symptoms of major emergency or notifiable diseases
- regulatory requirements associated with emergency or notifiable diseases
- the relevant registration processes and procedures for meat inspectors at their specific plant

Assessment Conditions

Assessment of ante and post mortem inspection must be conducted in a slaughtering establishment and assessment of post mortem inspection must be at chain speed.

As a minimum, assessment must consist of the following three forms of assessment:

- a workplace referee report which documents at least 10 practice ante-mortem inspections and 100 hours of post-mortem inspection practice on the chain under the supervision of a qualified meat inspector or on plant veterinary officer (note that this may be reduced to 50 hours if this is the second post-mortem inspection unit selected). The candidate must diarise the practice including the number of livestock / carcases inspected and conditions detected and this has to be verified by a workplace supervisor or mentor
- knowledge test which must include an assessment of the candidates knowledge of common diseases and conditions as well as emergency and notifiable diseases
- on-the-job assessment with assessor observation

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Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3124 Perform ante and post-mortem inspection - Ratites

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to perform ante-mortem and post-mortem inspection duties on ratites (emus and ostriches) in a slaughtering establishment processing in accordance with the Australian Standard.

This unit is applicable to those who will seek employment and registration as a meat inspector in either the domestic or export processing sectors.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

The prerequisite units of competency for this unit are:

- AMPX209 Sharpen knives
- AMPA3002 Handle animals humanely while conducting ante-mortem inspection

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Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify species and types of ratite and describe market requirements	1.1 Identify species of commonly slaughtered ratites 1.2 Identify distinguishing features of species 1.3 Describe market requirements for ratites
2. Identify the main reasons for ante-mortem inspection	2.1 Explain reasons for ante-mortem inspection 2.2 Identify regulatory requirements associated with ante-mortem inspection
3. Perform ante-mortem inspection on ratites	3.1 Identify and explain procedures and principles of humane handling of ratites 3.2 Detect and identify signs of common conditions responsible for abnormalities at ante-mortem 3.3 Identify procedures for humane destruction 3.4 Identify procedures for emergency and suspect slaughter 3.5 Perform ante-mortem inspection on ratites according to relevant workplace health and safety and regulatory requirements 3.6 Identify Quality Assurance aspects of ante-mortem inspection
4. Make disposition as a result of inspection and take appropriate action	4.1 Identify and describe common diseases and conditions responsible for abnormalities in ratites 4.2 Segregate suspect stock according to regulatory and workplace requirements 4.3 Identify signs of emergency or notifiable diseases that could be seen at ante-mortem 4.4 Describe emergency or notifiable disease procedures as set out in the relevant regulations
5. Identify base anatomical structure systems of ratites	5.1 Identify organs of ratites 5.2 Identify and explain lymphatic, circulatory, digestive, urinary, nervous and respiratory systems 5.3 Identify basic skeletal structure of ratites
6. Identify the main	6.1 Identify reasons for post-mortem inspection

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
reasons for post-mortem inspection	6.2 Identify regulatory requirements associated with post-mortem inspection
7. Perform post-mortem inspection of ratites	7.1 Follow procedures for post-mortem inspection 7.2 Identify and detect abnormalities 7.3 Perform post-mortem inspection of ratites in accordance with regulatory requirements, hygiene and sanitation requirements and workplace health and safety requirements, in a work environment and under normal production conditions 7.4 Identify Quality Assurance (QA) issues of post-mortem inspection
8. Make disposition	8.1 Detect and identify common diseases and conditions responsible for abnormalities in ratites 8.2 Identify and explain symptoms of major emergency diseases 8.3 Make disposition in accordance with the Australian Standard or any relevant importing country requirement
9. Treat affected carcase appropriately	9.1 Treat carcase in accordance with regulatory, hygiene and sanitation, and workplace health and safety requirements 9.2 Demonstrate anatomical knowledge of carcase in the disposition process
10. Monitor stunning and slaughter of animals	10.1 Identify requirements for effective stunning and slaughter 10.2 Ensure animals are stunned and bled according to workplace and regulatory requirements 10.3 Take corrective action in the event of ineffective stunning or bleeding
11. Describe the procedures followed for retained carcase on the slaughter floor	11.1 Identify and describe procedures for retained carcase in accordance with workplace and regulatory requirements
12. Identify and use Personal Protective Equipment (PPE) required to perform post-mortem inspection	12.1 Identify and explain the purpose of the PPE required for post-mortem inspection 12.2 Use equipment in accordance with QA and workplace requirements 12.3 Use, maintain and store Personal Protective Equipment (PPE) in accordance with workplace health and safety requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
13. Take pathological and residue samples to assist in determining disposition	13.1 Identify lesions and tissues necessary for determining dispositions 13.2 Collect and submit specimens according to workplace procedures 13.3 Retain carcases awaiting results according to workplace procedures 13.4 Interpret results

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.	

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPA3124 Perform ante and post-mortem inspection - Ratites Release 2	AMPA3124 Perform ante and post-mortem inspection - Ratites Release 1	Corrected errors on elements and performance criteria	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3124 Perform ante and post-mortem inspection - Ratites

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Performance Evidence

Candidates must perform ante-mortem and post-mortem inspection of ratites to Australian Standards and other relevant regulatory requirements in a workplace environment under normal operating conditions.

The candidate must:

- perform ante-mortem inspection in accordance with the Australian Standard and where relevant other importing country requirements
- describe principles and procedures for humane handling
- identify common diseases and conditions found at ante-mortem
- describe symptoms of emergency or notifiable diseases
- make correct dispositions for the emergency, notifiable and common diseases and conditions found at ante-mortem in accordance with the Australian Standard
- segregate suspect animals in accordance with the Australian Standard and/or importing country requirements
- identify the steps and procedures for humane destruction, emergency and suspect kills
- identify the organs, skeletal structure and elements of the lymphatic, circulatory, digestive, urinary, nervous and respiratory systems relevant to meat inspection duties
- perform post-mortem inspection in accordance with the Australian Standard and, where relevant, other importing country requirements
- identify common diseases and conditions found at post-mortem
- describe the symptoms of emergency and notifiable diseases found at post-mortem
- make correct dispositions for the common, emergency and notifiable diseases and conditions in accordance with the Australian Standard
- treat carcases and offal in accordance with the Australian Standard and/or importing country requirements
- monitor restraint, stunning and bleeding in order to detect, assess and report animal welfare issues

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- take and dispatch samples for mandated testing
- treat carcases being held for test results in accordance with regulatory or importing country requirements
- perform inspection duties in accordance with workplace health and safety requirements.

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the physiology and anatomy of ratites
- the Australian Standard procedures for the ante and post-mortem inspection of ratites
- additional inspection procedures relevant to the plant where assessment of the trainee is taking place
- humane and efficient slaughtering techniques including restraint, stunning and bleeding
- procedures for retaining carcases
- carcase sampling and testing
- workplace health and safety hazards and workplace requirements
- role of equipment for meeting hygiene and sanitation and workplace requirements
- correct technique for incision of parts and organs
- procedures for disposal of condemned carcase
- procedures for identifying, collecting and submitting specimens
- segregation requirements for suspect animals
- steps and procedures for humane destruction, emergency and suspect kills
- steps in ante-mortem inspection and recognise abnormal conditions
- symptoms of common diseases and conditions
- symptoms of major emergency or notifiable diseases
- regulatory requirements associated with emergency or notifiable diseases
- the relevant registration processes and procedures for meat inspectors at their specific plant.

Assessment Conditions

Assessment of ante and post-mortem inspection must be conducted in a slaughtering establishment and assessment of post-mortem inspection must be at chain speed.

As a minimum, assessment must consist of the following three forms of assessment:

- a workplace referee report which documents at least 10 practice ante-mortem inspections and 100 hours of post-mortem inspection practice on the chain under the supervision of a qualified meat inspector or on plant veterinary officer (note that this may be reduced to 50 hours if this is the second post-mortem inspection unit selected). The candidate must diarise the practice including the number of livestock / carcases inspected and conditions detected and this has to be verified by a workplace supervisor or mentor.
- knowledge test which must include an assessment of the candidate's knowledge of common diseases and conditions as well as emergency and notifiable diseases
- on-the-job assessment with assessor observation.

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Assessors must satisfy the current standards for RTOs.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3125 Perform ante and post-mortem inspection - Camels

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to perform ante-mortem and post-mortem inspection duties on camels in a slaughtering establishment processing in accordance with the Australian Standard.

This unit is applicable to those who will seek employment and registration as a meat inspector in either the domestic or export processing sectors.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

The prerequisite units of competency for this unit are:

- AMPX209 Sharpen knives
- AMPA3002 Handle animals humanely while conducting ante-mortem inspection

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Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify the main reasons for ante-mortem inspection	1.1 Explain reasons for ante-mortem inspection 1.2 Identify regulatory requirements associated with ante-mortem inspection
2. Perform ante-mortem inspection on camels	2.1 Identify and explain procedures and principles of humane handling of camels 2.2 Detect and identify signs of common conditions responsible for abnormalities at ante-mortem 2.3 Identify procedures for humane destruction 2.4 Identify procedures for emergency and suspect slaughter 2.5 Perform ante-mortem inspection on camels according to relevant workplace health and safety and regulatory requirements 2.6 Identify Quality Assurance aspects of ante-mortem inspection.
3. Make disposition as a result of inspection and take appropriate action	3.1 Identify and document common diseases and conditions responsible for abnormalities in camels 3.2 Segregate suspect stock according to regulatory and workplace requirements 3.3 Identify signs of emergency or notifiable diseases that could be seen at ante-mortem 3.4 Describe emergency or notifiable disease procedures as set out in the relevant regulations
4. Identify base anatomical structure systems of camels	4.1 Identify organs of camels 4.2 Identify and explain lymphatic, circulatory, digestive, urinary, nervous and respiratory systems 4.3 Identify basic skeletal structure of camels
5. Identify the main reasons for post-mortem inspection	5.1 Identify reasons for post-mortem inspection 5.2 Identify regulatory requirements associated with post-mortem inspection
6. Perform post-mortem	6.1 Follow procedures for post-mortem inspection

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
inspection of camels	6.2 Identify and detect abnormalities 6.3 Perform post-mortem inspection camels in accordance with regulatory requirements, hygiene and sanitation requirements and workplace health and safety requirements, in a work environment and under normal production conditions 6.4 Identify Quality Assurance (QA) issues of post-mortem inspection
7. Make disposition	7.1 Detect and identify common diseases and conditions responsible for abnormalities in camels 7.2 Identify and explain symptoms of major emergency diseases 7.3 Make disposition in accordance with the Australian Standard or any relevant importing country requirement
8. Treat affected carcase appropriately	8.1 Treat carcase in accordance with regulatory, hygiene and sanitation, and workplace health and safety requirements 8.2 Demonstrate anatomical knowledge of carcase in the disposition process
9. Monitor stunning and slaughter of animals	9.1 Identify requirements for effective stunning and slaughter 9.2 Ensure animals are stunned and bled according to workplace and regulatory requirements 9.3 Take corrective action in the event of ineffective stunning or bleeding
10. Describe the procedures followed for retained carcase on the slaughter floor	10.1 Identify and describe procedures for retained carcase in accordance with workplace and regulatory requirements
11. Identify and use Personal and Protective Equipment (PPE) required to perform post-mortem inspection	11.1 Identify and explain the purpose of the PPE equipment required for post-mortem inspection 11.2 Use equipment in accordance with QA and workplace requirements 11.3 Use, maintain and store Personal Protective Equipment (PPE) in accordance with workplace health and safety requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
12. Take pathological and residue samples to assist in determining disposition	12.1 Identify lesions and tissues necessary for determining dispositions 12.2 Collect and submit specimens according to workplace procedures 12.3 Retain carcases awaiting results according to workplace procedures 12.4 Interpret results

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.	

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPA3125 Perform ante and post-mortem inspection - Camels Release 2	AMPA3125 Perform ante and post-mortem inspection - Camels Release 1	Corrected errors on elements and performance criteria	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3125 Perform ante and post-mortem inspection - Camels

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Performance Evidence

Candidates must perform ante-mortem and post-mortem inspection of camels to Australian Standards and other relevant regulatory requirements in a workplace environment under normal operating conditions.

The candidate must:

- identify the organs, skeletal structure and elements of the lymphatic, circulatory, digestive, urinary, nervous and respiratory systems relevant to meat inspection duties
- perform ante-mortem inspection to Australian Standards and other relevant regulatory requirements
- identify common diseases and conditions in camels seen at ante mortem inspection
- describe appropriate dispositions for common diseases and conditions in camels
- identify major emergency or notifiable diseases
- demonstrate procedures for humane handling of livestock
- 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
- perform post-mortem inspection in accordance with the Australian Standard and, where relevant, other importing country requirements
- identify common diseases and conditions found at post-mortem
- describe appropriate dispositions for common diseases and conditions in camels
- treat carcases and offal in accordance with the Australian Standard and/or importing country requirements
- monitor stunning in order to detect, assess and report animal welfare issues
- follow safe work practices as laid down in work place requirements
- take and dispatch samples for mandated testing

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- treat carcases being held for test results in accordance with regulatory or importing country requirements
- perform inspection duties in accordance with workplace health and safety requirements.

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the physiology and anatomy of camels
- the Australian Standard procedures for the post and ante mortem inspection of camels
- additional inspection procedures relevant to the plant where assessment of the trainee is taking place
- the potential impact of emergency diseases
- common diseases and their symptoms as seen at ante and post-mortem inspection
- humane and efficient slaughtering techniques
- procedures for retaining carcases
- carcase sampling and testing
- workplace health and safety hazards and work place requirements
- principles and procedures for humane handling of camels
- regulatory requirements for suspect camels, hygiene and sanitation standards, and workplace standards associated with ante-mortem inspection
- segregation requirements for suspect animals
- steps and procedures for humane destruction, emergency and suspect kills
- steps in ante-mortem inspection and recognise abnormal conditions
- symptoms of major emergency or notifiable diseases
- regulatory requirements associated with emergency or notifiable diseases
- the relevant registration processes and procedures for meat inspectors at their specific plant.

Assessment Conditions

Assessment of ante and post-mortem inspection must be conducted in a slaughtering establishment and assessment of post mortem inspection must be at chain speed.

As a minimum, assessment must consist of the following three forms of assessment:

- a workplace referee report which documents at least 10 practice ante-mortem inspections and 100 hours of post-mortem inspection practice on the chain under the supervision of a qualified meat inspector or on plant veterinary officer (note that this may be reduced to 50 hours if this is the second post-mortem inspection unit selected). The candidate must diarise the practice including the number of livestock / carcases inspected and conditions detected and this has to be verified by a workplace supervisor or mentor.
- knowledge test which must include an assessment of the candidates knowledge of common diseases and conditions as well as emergency and notifiable diseases
- on-the-job assessment with assessor observation.

Assessors must satisfy the current standards for RTOs.

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3127 Perform post-mortem inspection - Wild game

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to perform post mortem inspection duties on wild game, such as kangaroos, wallabies, wild boar and possums, in a processing establishment operating in accordance with the Australian Standard.

This unit is applicable to those who will seek employment and registration as a meat inspector in either the domestic or export processing sectors.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen Knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify base anatomical structure systems of wild game	1.1 Identify organs of wild game 1.2 Identify and explain lymphatic, circulatory, digestive, urinary, nervous and respiratory systems 1.3 Identify basic skeletal structure of wild game
2. Inspect carcases prior to processing	2.1 Identify reasons for pre-processing inspection and the grounds for carcases being unfit for processing 2.2 Procedures for identifying and condemning carcases unfit for processing are followed
3. Identify the main reasons for post-mortem inspection	3.1 Identify reasons for post-mortem inspection 3.2 Identify regulatory requirements associated with post-mortem inspection
4. Perform post-mortem inspection of wild game	4.1 Follow procedures for post-mortem inspection 4.2 Identify and detect abnormalities 4.3 Perform post-mortem inspection wild game in accordance with regulatory requirements, hygiene and sanitation requirements and workplace health and safety requirements, in a work environment and under normal production conditions 4.4 Identify Quality Assurance (QA) issues of post-mortem inspection
5. Make disposition	5.1 Detect and identify common diseases and conditions responsible for abnormalities in wild game 5.2 Identify and explain symptoms of major emergency diseases 5.3 Make disposition in accordance with the Australian Standard or any relevant importing country requirement
6. Treat affected carcase appropriately	6.1 Treat carcase in accordance with regulatory, hygiene and sanitation, and workplace health and safety requirements 6.2 Demonstrate anatomical knowledge of carcase in the disposition process
7. Describe the procedures followed for retained carcase on the slaughter floor	7.1 Identify and describe procedures for retained carcase in accordance with workplace and regulatory requirements

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Element	Performance criteria
8. Identify and use Personal and Protective Equipment (PPE) required to perform post-mortem inspection	8.1 Identify and explain the purpose of the PPE equipment required for post-mortem inspection 8.2 Use equipment in accordance with QA and workplace requirements 8.3 Use, maintain and store Personal Protective Equipment (PPE) in accordance with workplace health and safety requirements
9. Take pathological and residue samples to assist in determining disposition	9.1 Identify lesions and tissues necessary for determining dispositions 9.2 Collect and submit specimens according to workplace procedures 9.3 Retain carcases awaiting results according to workplace procedures 9.4 Interpret results

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP411B Inspect wild game meat.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3127 Perform post-mortem inspection - Wild game

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

Candidates must perform post-mortem inspection of wild game carcases to Australian Standards and other relevant regulatory requirements in a workplace environment under normal operating conditions.

The candidate must:

- identify the organs, skeletal structure and elements of the lymphatic, circulatory, digestive, urinary, nervous and respiratory systems relevant to meat inspection duties
- perform post-mortem inspection in accordance with the Australian Standard and, where relevant, other importing country requirements
- identify common diseases and conditions found at post-mortem
- describe the symptoms of emergency and notifiable diseases found at post mortem
- make correct dispositions for the common, emergency and notifiable diseases and conditions in accordance with the Australian Standard
- treat carcases and offal in accordance with the Australian Standard and/or importing country requirements
- monitor restraint, stunning and bleeding in order to detect, assess and report animal welfare issues
- take and dispatch samples for mandated testing
- treat carcases being held for test results in accordance with regulatory or importing country requirements
- perform inspection duties in accordance with workplace health and safety requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the physiology and anatomy of wild game
- the Australian Standard procedures for the post mortem inspection of wild game
- additional inspection procedures relevant to the plant where assessment of the trainee is taking place

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- humane and efficient slaughtering techniques including restraint, stunning and bleeding
- procedures for retaining carcases
- carcase sampling and testing
- workplace health and safety hazards and work place requirements
- role of equipment for meeting hygiene and sanitation and workplace requirements
- correct technique for incision of parts and organs
- procedures for disposal of condemned carcase
- procedures for identifying, collecting and submitting specimens
- symptoms of common diseases and conditions
- symptoms of major emergency or notifiable diseases
- regulatory requirements associated with emergency or notifiable diseases
- the relevant registration processes and procedures for meat inspectors at their specific plant

Assessment Conditions

Assessment of post mortem inspection must be conducted in a slaughtering establishment and assessment of post mortem inspection must be at chain speed.

As a minimum, assessment must consist of the following three forms of assessment:

- a workplace referee report which documents at least 100 hours of post-mortem inspection practice on the chain under the supervision of a qualified meat inspector or on plant veterinary officer (note that this may be reduced to 50 hours if this is the second post-mortem inspection unit selected). The candidate must diarise the practice including the number of carcases inspected and conditions detected and this has to be verified by a workplace supervisor or mentor
- knowledge test which must include an assessment of the candidates knowledge of common diseases and conditions as well as emergency and notifiable diseases
- on-the-job assessment with assessor observation

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3128 Perform ante and post-mortem inspection - Rabbits

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0

Application

This unit describes the skills and knowledge required to perform ante-mortem and post-mortem inspection duties on rabbits (domesticated) in a slaughtering establishment processing in accordance with the Australian Standard.

This unit is applicable to those who seek employment and registration as a meat inspector in either the domestic or export processing sectors.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

The prerequisite units of competency for this unit are:

- AMPX209 Sharpen knives
- AMPA3002 Handle animals humanely while conducting ante-mortem inspection

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Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify breeds and types of rabbits and describe market requirements	1.1 Identify major breeds of commonly slaughtered rabbits 1.2 Identify distinguishing features of major breeds 1.3 Describe market requirements for rabbits
2. Identify the main reasons for ante-mortem inspection	2.1 Explain reasons for ante-mortem inspection 2.2 Identify regulatory requirements associated with ante-mortem inspection
3. Perform ante-mortem inspection on rabbits	3.1 Identify and explain procedures and principles of humane handling of rabbits 3.2 Detect and identify signs of common conditions responsible for abnormalities at ante-mortem 3.3 Identify procedures for humane destruction 3.4 Identify procedures for emergency and suspect slaughter 3.5 Perform ante-mortem inspection on rabbits according to relevant workplace health and safety and regulatory requirements 3.6 Identify Quality Assurance aspects of ante-mortem inspection
4. Make disposition as a result of inspection and take appropriate action	4.1 Identify and document common diseases and conditions responsible for abnormalities in rabbits 4.2 Segregate suspect stock according to regulatory and workplace requirements 4.3 Identify signs of emergency or notifiable diseases that could be seen at ante-mortem 4.4 Describe emergency or notifiable disease procedures as set out in the relevant regulations
5. Identify base anatomical structure systems of rabbits	5.1 Identify organs of rabbits 5.2 Identify and explain lymphatic, circulatory, digestive, urinary, nervous and respiratory systems 5.3 Identify basic skeletal structure of rabbits
6. Identify the main	6.1 Identify reasons for post-mortem inspection

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
reasons for post-mortem inspection	6.2 Identify regulatory requirements associated with post-mortem inspection
7. Perform post-mortem inspection of rabbits	7.1 Follow procedures for post-mortem inspection 7.2 Identify and detect abnormalities 7.3 Perform post-mortem inspection rabbits in accordance with regulatory requirements, hygiene and sanitation requirements and workplace health and safety requirements, in a work environment and under normal production conditions 7.4 Identify Quality Assurance (QA) issues of post-mortem inspection
8. Make disposition	8.1 Detect and identify common diseases and conditions responsible for abnormalities in rabbits 8.2 Identify and explain symptoms of major emergency diseases 8.3 Make disposition in accordance with the Australian Standard or any relevant importing country requirement
9. Treat affected carcase appropriately	9.1 Treat carcase in accordance with regulatory, hygiene and sanitation, and workplace health and safety requirements 9.2 Demonstrate anatomical knowledge of carcase in the disposition process
10. Monitor stunning and slaughter of animals	10.1 Identify requirements for effective stunning and slaughter 10.2 Ensure animals are stunned and bled according to workplace and regulatory requirements 10.3 Take corrective action in the event of ineffective stunning or bleeding.
11. Describe the procedures followed for retained carcase on the slaughter floor	11.1 Identify and describe procedures for retained carcase in accordance with workplace and regulatory requirements
12. Identify and use Personal and Protective Equipment (PPE) required to perform post-mortem inspection	12.1 Identify and explain the purpose of the PPE equipment required for post-mortem inspection 12.2 Use equipment in accordance with QA and workplace requirements 12.3 Use, maintain and store Personal Protective Equipment (PPE) in accordance with workplace health and safety requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
13. Take pathological and residue samples to assist in determining disposition	13.1 Identify lesions and tissues necessary for determining dispositions 13.2 Collect and submit specimens according to workplace procedures 13.3 Retain carcases awaiting results according to workplace procedures 13.4 Interpret results

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.	

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPA3128 Perform ante and post-mortem inspection - Rabbits Release 2	AMPA3125 Perform ante and post-mortem inspection - Rabbits Release 1	Corrected errors on elements and performance criteria	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3128 Perform ante and post-mortem inspection - Rabbits

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0

Performance Evidence

Candidates must perform ante-mortem and post-mortem inspection of rabbits to Australian Standards and other relevant regulatory requirements in a workplace environment under normal operating conditions.

The candidate must:

- perform ante-mortem inspection in accordance with the Australian Standard and where relevant other importing country requirements
- describe principles and procedures for humane handling
- identify common diseases and conditions found at ante-mortem
- describe symptoms of emergency or notifiable diseases
- make correct dispositions for the emergency, notifiable and common diseases and conditions found at ante mortem in accordance with the Australian Standard
- segregate suspect animals in accordance with the Australian Standard and/or importing country requirements
- identify the steps and procedures for humane destruction, emergency and suspect kills
- identify the organs, skeletal structure and elements of the lymphatic, circulatory, digestive, urinary, nervous and respiratory systems relevant to meat inspection duties
- perform post-mortem inspection in accordance with the Australian Standard and, where relevant, other importing country requirements
- identify common diseases and conditions found at post-mortem
- describe the symptoms of emergency and notifiable diseases found at post-mortem
- make correct dispositions for the common, emergency and notifiable diseases and conditions in accordance with the Australian Standard
- treat carcases and offal in accordance with the Australian Standard and/or importing country requirements
- monitor restraint, stunning and bleeding in order to detect, assess and report animal welfare issues

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- take and dispatch samples for mandated testing
- treat carcases being held for test results in accordance with regulatory or importing country requirements
- perform inspection duties in accordance with workplace health and safety requirements.

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the physiology and anatomy of rabbits
- the Australian Standard procedures for the ante and post-mortem inspection of rabbits
- additional inspection procedures relevant to the plant where assessment of the trainee is taking place
- humane and efficient slaughtering techniques including restraint, stunning and bleeding
- procedures for retaining carcases
- carcase sampling and testing
- workplace health and safety hazards and work place requirements
- role of equipment for meeting hygiene and sanitation and workplace requirements
- correct technique for incision of parts and organs
- procedures for disposal of condemned carcase
- procedures for identifying, collecting and submitting specimens
- segregation requirements for suspect animals
- steps and procedures for humane destruction, emergency and suspect kills
- steps in ante-mortem inspection and recognise abnormal conditions
- symptoms of common diseases and conditions
- symptoms of major emergency or notifiable diseases
- regulatory requirements associated with emergency or notifiable diseases
- the relevant registration processes and procedures for meat inspectors at their specific plant.

Assessment Conditions

Assessment of ante and post-mortem inspection must be conducted in a slaughtering establishment and assessment of post mortem inspection must be at chain speed.

As a minimum, assessment must consist of the following three forms of assessment:

- a workplace referee report which documents at least 10 practice ante-mortem inspections and 100 hours of post-mortem inspection practice on the chain under the supervision of a qualified meat inspector or on plant veterinary officer (note that this may be reduced to 50 hours if this is the second post-mortem inspection unit selected). The candidate must diarise the practice including the number of livestock / carcases inspected and conditions detected and this has to be verified by a workplace supervisor or mentor.
- knowledge test which must include an assessment of the candidates knowledge of common diseases and conditions as well as emergency and notifiable diseases
- on-the-job assessment with assessor observation.

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Assessors must satisfy the current standards for RTOs.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3129 Perform ante and post-mortem inspection - Deer

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0

Application

This unit describes the skills and knowledge required to perform ante-mortem and post-mortem inspection duties on deer (domesticated) in a slaughtering establishment processing in accordance with the Australian Standard.

This unit is applicable to those who seek employment and registration as a meat inspector in either the domestic or export processing sectors.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

The prerequisite units of competency for this unit are:

- AMPX209 Sharpen knives
- AMPA3002 Handle animals humanely while conducting ante-mortem inspection

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Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify species and types of deer and describe market requirements	1.1 Identify major species of commonly slaughtered deer 1.2 Identify distinguishing features of major species 1.3 Describe market requirements for deer
2. Identify the main reasons for ante-mortem inspection	2.1 Explain reasons for ante-mortem inspection 2.2 Identify regulatory requirements associated with ante-mortem inspection
3. Perform ante-mortem inspection on deer	3.1 Identify and explain procedures and principles of humane handling of deer 3.2 Detect and identify signs of common conditions responsible for abnormalities at ante-mortem 3.3 Identify procedures for humane destruction 3.4 Identify procedures for emergency and suspect slaughter 3.5 Perform ante-mortem inspection on deer according to relevant workplace health and safety and regulatory requirements 3.6 Identify Quality Assurance aspects of ante-mortem inspection
4. Make disposition as a result of inspection and take appropriate action	4.1 Identify and document common diseases and conditions responsible for abnormalities in deer 4.2 Segregate suspect stock according to regulatory and workplace requirements 4.3 Identify signs of emergency or notifiable diseases that could be seen at ante-mortem 4.4 Describe emergency or notifiable disease procedures as set out in the relevant regulations
5. Identify base anatomical structure systems of deer	5.1 Identify organs of deer 5.2 Identify and explain lymphatic, circulatory, digestive, urinary, nervous and respiratory systems 5.3 Identify basic skeletal structure of deer
6. Identify the main	6.1 Identify reasons for post-mortem inspection

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
reasons for post-mortem inspection	6.2 Identify regulatory requirements associated with post-mortem inspection
7. Perform post-mortem inspection of deer	7.1 Follow procedures for post-mortem inspection 7.2 Identify and detect abnormalities 7.3 Perform post-mortem inspection deer in accordance with regulatory requirements, hygiene and sanitation requirements and workplace health and safety requirements, in a work environment and under normal production conditions 7.4 Identify Quality Assurance (QA) issues of post-mortem inspection
8. Make disposition	8.1 Detect and identify common diseases and conditions responsible for abnormalities in deer 8.2 Identify and explain symptoms of major emergency diseases 8.3 Make disposition in accordance with the Australian Standard or any relevant importing country requirement
9. Treat affected carcase appropriately	9.1 Treat carcase in accordance with regulatory, hygiene and sanitation, and workplace health and safety requirements 9.2 Demonstrate anatomical knowledge of carcase in the disposition process
10. Monitor stunning and slaughter of animals	10.1 Identify requirements for effective stunning and slaughter 10.2 Ensure animals are stunned and bled according to workplace and regulatory requirements 10.3 Take corrective action in the event of ineffective stunning or bleeding
11. Describe the procedures followed for retained carcase on the slaughter floor	11.1 Identify and describe procedures for retained carcase in accordance with workplace and regulatory requirements
12. Identify and use Personal and Protective Equipment (PPE) required to perform post-mortem inspection	12.1 Identify and explain the purpose of the PPE equipment required for post-mortem inspection 12.2 Use equipment in accordance with QA and workplace requirements 12.3 Use, maintain and store Personal Protective Equipment (PPE) in accordance with workplace health and safety requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
13. Take pathological and residue samples to assist in determining disposition	13.1 Identify lesions and tissues necessary for determining dispositions 13.2 Collect and submit specimens according to workplace procedures 13.3 Retain carcases awaiting results according to workplace procedures 13.4 Interpret results

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.	

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPA3129 Perform ante and post-mortem inspection - Deer Release 2	AMPA3129 Perform ante and post-mortem inspection - Deer Release 1	Corrected errors on elements and performance criteria	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3129 Perform ante and post-mortem inspection - Deer

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0

Performance Evidence

Candidates must perform ante-mortem and post-mortem inspection of deer to Australian Standards and other relevant regulatory requirements in a workplace environment under normal operating conditions.

The candidate must:

- perform ante-mortem inspection in accordance with the Australian Standard and where relevant other importing country requirements
- describe principles and procedures for humane handling
- identify common diseases and conditions found at ante-mortem
- describe symptoms of emergency or notifiable diseases
- make correct dispositions for the emergency, notifiable and common diseases and conditions found at ante mortem in accordance with the Australian Standard
- segregate suspect animals in accordance with the Australian Standard and / or importing country requirements
- identify the steps and procedures for humane destruction, emergency and suspect kills
- identify the organs, skeletal structure and elements of the lymphatic, circulatory, digestive, urinary, nervous and respiratory systems relevant to meat inspection duties
- perform post-mortem inspection in accordance with the Australian Standard and, where relevant, other importing country requirements
- identify common diseases and conditions found at post-mortem
- describe the symptoms of emergency and notifiable diseases found at post-mortem
- make correct dispositions for the common, emergency and notifiable diseases and conditions in accordance with the Australian Standard
- treat carcases and offal in accordance with the Australian Standard and/or importing country requirements
- monitor restraint, stunning and bleeding in order to detect, assess and report animal welfare issues

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- take and dispatch samples for mandated testing
- treat carcases being held for test results in accordance with regulatory or importing country requirements
- perform inspection duties in accordance with workplace health and safety requirements.

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the physiology and anatomy of deer
- the Australian Standard procedures for the ante and post-mortem inspection of deer
- additional inspection procedures relevant to the plant where assessment of the trainee is taking place
- humane and efficient slaughtering techniques including restraint, stunning and bleeding
- procedures for retaining carcases
- carcase sampling and testing
- workplace health and safety hazards and work place requirements
- role of equipment for meeting hygiene and sanitation and workplace requirements
- correct technique for incision of parts and organs
- procedures for disposal of condemned carcase
- procedures for identifying, collecting and submitting specimens
- segregation requirements for suspect animals
- steps and procedures for humane destruction, emergency and suspect kills
- steps in ante-mortem inspection and recognise abnormal conditions
- symptoms of common diseases and conditions
- symptoms of major emergency or notifiable diseases
- regulatory requirements associated with emergency or notifiable diseases
- the relevant registration processes and procedures for meat inspectors at their specific plant.

Assessment Conditions

Assessment of ante and post-mortem inspection must be conducted in a slaughtering establishment and assessment of post-mortem inspection must be at chain speed.

As a minimum, assessment must consist of the following three forms of assessment:

- a workplace referee report which documents at least 10 practice ante-mortem inspections and 100 hours of post-mortem inspection practice on the chain under the supervision of a qualified meat inspector or on plant veterinary officer (note that this may be reduced to 50 hours if this is the second post-mortem inspection unit selected). The candidate must diarise the practice including the number of livestock / carcases inspected and conditions detected and this has to be verified by a workplace supervisor or mentor.
- knowledge test which must include an assessment of the candidates knowledge of common diseases and conditions as well as emergency and notifiable diseases
- on-the-job assessment with assessor observation.

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Assessors must satisfy the current standards for RTOs.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3130 Perform ante and post-mortem inspection - Horses

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0

Application

This unit describes the skills and knowledge required to perform ante-mortem and post-mortem inspection duties on horses (domesticated) in a slaughtering establishment processing in accordance with the Australian Standard.

This unit is applicable to those who seek employment and registration as a meat inspector in either the domestic or export processing sectors.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

The prerequisite units of competency for this unit are:

- AMPX209 Sharpen knives
- AMPA3002 Handle animals humanely while conducting ante-mortem inspection

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Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify breeds and types of horse and describe market requirements	1.1 Identify major breeds of commonly slaughtered horse 1.2 Identify distinguishing features of major breeds 1.3 Describe market requirements for horse
2. Identify the main reasons for ante-mortem inspection	2.1 Explain reasons for ante-mortem inspection 2.2 Identify regulatory requirements associated with ante-mortem inspection
3. Perform ante-mortem inspection on horses	3.1 Identify and explain procedures and principles of humane handling of horses 3.2 Detect and identify signs of common conditions responsible for abnormalities at ante-mortem 3.3 Identify procedures for humane destruction 3.4 Identify procedures for emergency and suspect slaughter 3.5 Perform ante-mortem inspection on horses according to relevant workplace health and safety and regulatory requirements 3.6 Identify Quality Assurance aspects of ante-mortem inspection
4. Make disposition as a result of inspection and take appropriate action	4.1 Identify and document common diseases and conditions responsible for abnormalities in horses 4.2 Segregate suspect stock according to regulatory and workplace requirements 4.3 Identify signs of emergency or notifiable diseases that could be seen at ante-mortem 4.4 Describe emergency or notifiable disease procedures as set out in the relevant regulations
5. Identify base anatomical structure systems of horses	5.1 Identify organs of horses 5.2 Identify and explain lymphatic, circulatory, digestive, urinary, nervous and respiratory systems 5.3 Identify basic skeletal structure of horses
6. Identify the main	6.1 Identify reasons for post-mortem inspection

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
reasons for post-mortem inspection	6.2 Identify regulatory requirements associated with post-mortem inspection
7. Perform post-mortem inspection of horses	7.1 Follow procedures for post-mortem inspection 7.2 Identify and detect abnormalities 7.3 Perform post-mortem inspection horses in accordance with regulatory requirements, hygiene and sanitation requirements and workplace health and safety requirements, in a work environment and under normal production conditions 7.4 Identify Quality Assurance (QA) issues of post-mortem inspection
8. Make disposition	8.1 Detect and identify common diseases and conditions responsible for abnormalities in horses 8.2 Identify and explain symptoms of major emergency diseases 8.3 Make disposition in accordance with the Australian Standard or any relevant importing country requirement
9. Treat affected carcase appropriately	9.1 Treat carcase in accordance with regulatory, hygiene and sanitation, and workplace health and safety requirements 9.2 Demonstrate anatomical knowledge of carcase in the disposition process
10. Monitor stunning and slaughter of animals	10.1 Identify requirements for effective stunning and slaughter 10.2 Ensure animals are stunned and bled according to workplace and regulatory requirements 10.3 Take corrective action in the event of ineffective stunning or bleeding
11. Describe the procedures followed for retained carcase on the slaughter floor	11.1 Identify and describe procedures for retained carcase in accordance with workplace and regulatory requirements
12. Identify and use Personal and Protective Equipment (PPE) required to perform post-mortem inspection	12.1 Identify and explain the purpose of the PPE equipment required for post-mortem inspection 12.2 Use equipment in accordance with QA and workplace requirements 12.3 Use, maintain and store Personal Protective Equipment (PPE) in accordance with workplace health and safety requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
13. Take pathological and residue samples to assist in determining disposition	13.1 Identify lesions and tissues necessary for determining dispositions 13.2 Collect and submit specimens according to workplace procedures 13.3 Retain carcases awaiting results according to workplace procedures 13.4 Interpret results

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.	

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPA3130 Perform ante and post-mortem inspection - Horses Release 2	AMPA3130 Perform ante and post-mortem inspection - Horses Release 1	Corrected errors on elements and performance criteria	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3130 Perform ante and post-mortem inspection - Horses

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0

Performance Evidence

Candidates must perform ante-mortem and post-mortem inspection of horses to Australian Standards and other relevant regulatory requirements in a workplace environment under normal operating conditions.

The candidate must:

- perform ante-mortem inspection in accordance with the Australian Standard and where relevant other importing country requirements
- describe principles and procedures for humane handling
- identify common diseases and conditions found at ante-mortem
- describe symptoms of emergency or notifiable diseases
- make correct dispositions for the emergency, notifiable and common diseases and conditions found at ante mortem in accordance with the Australian Standard
- segregate suspect animals in accordance with the Australian Standard and / or importing country requirements
- identify the steps and procedures for humane destruction, emergency and suspect kills
- identify the organs, skeletal structure and elements of the lymphatic, circulatory, digestive, urinary, nervous and respiratory systems relevant to meat inspection duties
- perform post-mortem inspection in accordance with the Australian Standard and, where relevant, other importing country requirements
- identify common diseases and conditions found at post-mortem
- describe the symptoms of emergency and notifiable diseases found at post-mortem
- make correct dispositions for the common, emergency and notifiable diseases and conditions in accordance with the Australian Standard
- treat carcases and offal in accordance with the Australian Standard and/or importing country requirements
- monitor restraint, stunning and bleeding in order to detect, assess and report animal welfare issues

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- take and dispatch samples for mandated testing
- treat carcases being held for test results in accordance with regulatory or importing country requirements
- perform inspection duties in accordance with workplace health and safety requirements.

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the physiology and anatomy of horses
- the Australian Standard procedures for the ante and post-mortem inspection of horses
- additional inspection procedures relevant to the plant where assessment of the trainee is taking place
- humane and efficient slaughtering techniques including restraint, stunning and bleeding
- procedures for retaining carcases
- carcase sampling and testing
- workplace health and safety hazards and work place requirements
- role of equipment for meeting hygiene and sanitation and workplace requirements
- correct technique for incision of parts and organs
- procedures for disposal of condemned carcase
- procedures for identifying, collecting and submitting specimens
- segregation requirements for suspect animals
- steps and procedures for humane destruction, emergency and suspect kills
- steps in ante-mortem inspection and recognise abnormal conditions
- symptoms of common diseases and conditions
- symptoms of major emergency or notifiable diseases
- regulatory requirements associated with emergency or notifiable diseases
- the relevant registration processes and procedures for meat inspectors at their specific plant.

Assessment Conditions

Assessment of ante and post-mortem inspection must be conducted in a slaughtering establishment and assessment of post mortem inspection must be at chain speed.

As a minimum, assessment must consist of the following three forms of assessment:

- a workplace referee report which documents at least 10 practice ante-mortem inspections and 100 hours of post-mortem inspection practice on the chain under the supervision of a qualified meat inspector or on plant veterinary officer (note that this may be reduced to 50 hours if this is the second post-mortem inspection unit selected). The candidate must diarise the practice including the number of livestock / carcases inspected and conditions detected and this has to be verified by a workplace supervisor or mentor.
- knowledge test which must include an assessment of the candidates knowledge of common diseases and conditions as well as emergency and notifiable diseases
- on-the-job assessment with assessor observation.

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Assessors must satisfy the current standards for RTOs.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3131 Identify and report emergency diseases of food animals

Modification History

Release	Comments
Release 3	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 2	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Application

This unit covers the skills and knowledge required to recognise the symptoms of emergency diseases and conditions as might be seen during the performance of meat inspection procedures.

This unit is suitable for students undertaking meat safety (inspection) training and is a co-requisite for the post-mortem inspection and ante-mortem inspection Units in the Australian Meat Industry Training Package.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Competency should be reassessed every five years.

Pre-requisite Unit

Nil

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Describe the symptoms of the major emergency diseases as they relate to food animals	1.1 Identify the major emergency diseases of food animals processed in Australia 1.2 Describe the impact of emergency diseases on the meat industry 1.3 Describe the symptoms of these major emergency diseases as they may be seen at ante-mortem 1.4 Describe the symptoms of these major emergency diseases as they may be seen at post-mortem
2. Identify the reporting process for suspected emergency diseases	2.1 Explain the responsibilities for reporting emergency disease suspects as set out in the enterprise's emergency disease preparedness plan 2.2 Describe a meat processing enterprise's responsibilities after reporting a suspected emergency disease outbreak 2.3 Explain the role of AUSVET Plan in controlling emergency diseases 2.4 Describe the potential impact of emergency diseases on the livestock and meat industry

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.	

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
AMPA3131 Identify and report emergency diseases of food animals Release 3	AMPA3131 Identify and report emergency diseases of food animals Release 2	Adjustment made to Assessment conditions for clarity of intent	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3131 Identify and report emergency diseases of food animals

Modification History

Release	Comments
Release 3	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 2	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Performance Evidence

The candidate must recognise the symptoms of emergency diseases and conditions which might be seen during the performance of meat inspection procedures.

The candidate must:

- identify the major emergency disease risks to the food animal species relevant to the students duties
- identify the symptoms of these emergency diseases
- explain the reporting requirements when an emergency disease is suspected in livestock or carcases
- explain the steps to be taken by a meat processing company in the event of a suspected outbreak of an emergency disease
- explain the steps to be taken by regulators when there is a suspected outbreak of an emergency disease

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the major emergency diseases of food species animals
- the symptoms of the major emergency diseases of food species animals
- the reporting requirements when an emergency disease is suspected in livestock or carcases
- the steps to be taken by a meat processing enterprise in the event of a suspected outbreak of an emergency disease and how they are to be implemented

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- the AUSVET plan and the role of regulators, companies and producers in the event of an the reporting requirements when an emergency disease is suspected in livestock or carcases
- the steps to be taken by regulators when there is a suspected outbreak of an emergency disease
- the enterprise's emergency disease preparedness plan

Assessment Conditions

The assessment must cover as a minimum the species of cattle, sheep, goats, pigs and poultry. Other food species could include kangaroos and any other species slaughtered or harvested legally in Australia for human consumption.

Competency must be demonstrated by identifying the symptoms of emergency diseases affecting at least one of these species by using images (photographs, slides, models or diagrams).

Assessment may occur in the workplace or in a suitable teaching environment.

A minimum of three different forms of assessment must be used. These should take the form of:

- quiz of underpinning knowledge
- identification of signs and symptoms of diseases in different species from images and diagrams
- assignment

Assessors must satisfy the current standards for RTOs.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3132 Perform ante and post-mortem inspection - Alpacas or Llamas

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0

Application

This unit describes the skills and knowledge required to perform ante-mortem and post-mortem inspection duties on llamas or alpacas in a slaughtering establishment processing in accordance with the Australian Standard.

This unit is applicable to those who seek employment and registration as a meat inspector in either the domestic or export processing sectors.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

The prerequisite units of competency for this unit are:

- AMPX209 Sharpen knives
- AMPA3002 Handle animals humanely while conducting ante-mortem inspection

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Unit Sector

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify the differences between llamas and alpacas and describe market requirements	1.1 Identify distinguishing features of llamas or alpacas 1.2 Describe market requirements for llamas or alpacas
2. Identify the main reasons for ante-mortem inspection	2.1 Explain reasons for ante-mortem inspection 2.2 Identify regulatory requirements associated with ante-mortem inspection
3. Perform ante-mortem inspection on llamas or alpacas	3.1 Identify and explain procedures and principles of humane handling of llamas or alpacas 3.2 Detect and identify signs of common conditions responsible for abnormalities at ante-mortem 3.3 Identify procedures for humane destruction 3.4 Identify procedures for emergency and suspect slaughter 3.5 Perform ante-mortem inspection on llamas or alpacas according to relevant workplace health and safety and regulatory requirements 3.6 Identify Quality Assurance aspects of ante-mortem inspection
4. Make disposition as a result of inspection and take appropriate action	4.1 Identify and document common diseases and conditions responsible for abnormalities in llamas or alpacas 4.2 Segregate suspect stock according to regulatory and workplace requirements 4.3 Identify signs of emergency or notifiable diseases that could be seen at ante-mortem 4.4 Describe emergency or notifiable disease procedures as set out in the relevant regulations
5. Identify base anatomical structure systems of llamas or alpacas	5.1 Identify organs of llamas or alpacas 5.2 Identify and explain lymphatic, circulatory, digestive, urinary, nervous and respiratory systems 5.3 Identify the basic skeletal structure of llamas or alpacas

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
6. Identify the main reasons for post-mortem inspection	6.1 Identify reasons for post-mortem inspection 6.2 Identify regulatory requirements associated with post-mortem inspection
7. Perform post-mortem inspection of llamas or alpacas	7.1 Follow procedures for post-mortem inspection 7.2 Identify and detect abnormalities 7.3 Perform post-mortem inspection llamas or alpacas in accordance with regulatory requirements, hygiene and sanitation requirements and workplace health and safety requirements, in a work environment and under normal production conditions 7.4 Identify Quality Assurance (QA) issues of post-mortem inspection
8. Make disposition	8.1 Detect and identify common diseases and conditions responsible for abnormalities in llamas or alpacas 8.2 Identify and explain symptoms of major emergency diseases 8.3 Make disposition in accordance with the Australian Standard or any relevant importing country requirement
9. Treat affected carcase appropriately	9.1 Treat carcase in accordance with regulatory, hygiene and sanitation, and workplace health and safety requirements 9.2 Demonstrate anatomical knowledge of carcase in the disposition process
10. Monitor stunning and slaughter of animals	10.1 Identify requirements for effective stunning and slaughter 10.2 Ensure animals are stunned and bled according to workplace and regulatory requirements 10.3 Take corrective action in the event of ineffective stunning or bleeding
11. Describe the procedures followed for retained carcase on the slaughter floor	11.1 Identify and describe procedures for retained carcase in accordance with workplace and regulatory requirements
12. Identify and use Personal and Protective Equipment (PPE) required to perform post-mortem inspection	12.1 Identify and explain the purpose of the PPE equipment required for post-mortem inspection 12.2 Use equipment in accordance with QA and workplace requirements 12.3 Use, maintain and store Personal Protective Equipment (PPE) in

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	accordance with workplace health and safety requirements
13. Take pathological and residue samples to assist in determining disposition	13.1 Identify lesions and tissues necessary for determining dispositions 13.2 Collect and submit specimens according to workplace procedures 13.3 Retain carcases awaiting results according to workplace procedures 13.4 Interpret results

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.	

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPA3132 Perform ante and post-mortem inspection - Alpacas or Llamas Release 2	AMPA3132 Perform ante and post-mortem inspection - Alpacas or Llamas Release 1	Corrected errors on elements and performance criteria	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3132 Perform ante and post-mortem inspection - Alpacas or Llamas

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0

Performance Evidence

Candidates must perform ante-mortem and post-mortem inspection of llamas or alpacas to Australian Standards and other relevant regulatory requirements in a workplace environment under normal operating conditions.

The candidate must:

- perform ante-mortem inspection in accordance with the Australian Standard and where relevant other importing country requirements
- describe principles and procedures for humane handling
- identify common diseases and conditions found at ante-mortem
- describe symptoms of emergency or notifiable diseases
- make correct dispositions for the emergency, notifiable and common diseases and conditions found at ante mortem in accordance with the Australian Standard
- segregate suspect animals in accordance with the Australian Standard and / or importing country requirements
- identify the steps and procedures for humane destruction, emergency and suspect kills
- identify the organs, skeletal structure and elements of the lymphatic, circulatory, digestive, urinary, nervous and respiratory systems relevant to meat inspection duties
- perform post-mortem inspection in accordance with the Australian Standard and, where relevant, other importing country requirements
- identify common diseases and conditions found at post-mortem
- describe the symptoms of emergency and notifiable diseases found at post-mortem
- make correct dispositions for the common, emergency and notifiable diseases and conditions in accordance with the Australian Standard
- treat carcases and offal in accordance with the Australian Standard and/or importing country requirements
- monitor restraint, stunning and bleeding in order to detect, assess and report animal welfare issues

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- take and dispatch samples for mandated testing
- treat carcases being held for test results in accordance with regulatory or importing country requirements
- perform inspection duties in accordance with workplace health and safety requirements.

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the physiology and anatomy of llamas or alpacas
- the Australian Standard procedures for the ante and post-mortem inspection of llamas or alpacas
- additional inspection procedures relevant to the plant where assessment of the trainee is taking place
- humane and efficient slaughtering techniques including restraint, stunning and bleeding
- procedures for retaining carcases
- carcase sampling and testing
- workplace health and safety hazards and work place requirements
- role of equipment for meeting hygiene and sanitation and workplace requirements
- correct technique for incision of parts and organs
- procedures for disposal of condemned carcase
- procedures for identifying, collecting and submitting specimens
- segregation requirements for suspect animals
- steps and procedures for humane destruction, emergency and suspect kills
- steps in ante-mortem inspection and recognise abnormal conditions
- symptoms of common diseases and conditions
- symptoms of major emergency or notifiable diseases
- regulatory requirements associated with emergency or notifiable diseases
- the relevant registration processes and procedures for meat inspectors at their specific plant.

Assessment Conditions

Assessment of ante and post-mortem inspection must be conducted in a slaughtering establishment and assessment of post mortem inspection must be at chain speed.

As a minimum, assessment must consist of the following three forms of assessment:

- a workplace referee report which documents at least 10 practice ante-mortem inspections and 100 hours of post-mortem inspection practice on the chain under the supervision of a qualified meat inspector or on plant veterinary officer (note that this may be reduced to 50 hours if this is the second post-mortem inspection unit selected). The candidate must diarise the practice including the number of livestock / carcases inspected and conditions detected and this has to be verified by a workplace supervisor or mentor.
- knowledge test which must include an assessment of the candidates knowledge of common diseases and conditions as well as emergency and notifiable diseases

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- on-the-job assessment with assessor observation.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3133 Manage NLIS data for pigs in lairage

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to manage National Livestock Identification System (NLIS) data for pigs from the point of arrival at an abattoir and whilst they are in lairage.

This Unit is applicable for those managing and identifying the source of pigs in lairage.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPA3134 Overview of the NLIS pork

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Receive pigs	1.1 Receive accompanying documentation and check for completeness 1.2 Take corrective action for pigs that are accompanied by deficient documentation according to regulatory and workplace requirements 1.3 Carry out physical check of received stock (head count)
2. Check tags or tattoos	2.1 Check for presence of tattoos or tags to meet regulatory and company requirements 2.2 Record required information for state jurisdictions 2.3 Take corrective action for pigs that are lacking correct identification tattoos or tags according to regulatory and workplace requirements
3. Communicate issues/matters arising to internal management	3.1 Use established enterprise communication processes 3.2 Complete records of issues/matters arising and actions taken according to enterprise requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

New unit - no equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3133 Manage NLIS data for pigs in lairage

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must manage National Livestock Identification System (NLIS) data for pigs from the point of arrival at an abattoir and whilst they are in lairage.

The candidate must:

- read and interpret a National Vendor Declaration(NVD)
- read and interpret a Post Sale Summary (PSS) where relevant
- receive pigs
- check tags and tattoos
- check relevant documentation
- communicate issues/matters arising to internal management
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs) to interact with agents, saleyards or transporters, raise and explain issues and problems
- take appropriate steps to minimise workplace health and safety risks when working with livestock

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the NLIS(Pork) system, including the origin and nature of the system, its commercial importance, role in food safety and importing country requirements, role in traceability
- NLIS(Pork) regulatory requirements in relation to producers and abattoirs
- Tags and shoulder tattoos, their purpose and function in the NLIS (Pork)
- purpose, nature of and regulations underpinning the use of Property Identification Codes (PICs)
- how to deal with problems relating to consignment PICs
- role and responsibilities of regulators, and other bodies in relation to PigPass and NLIS(Pork)
- status, abbreviations and what they mean, and the required actions to be taken in response

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Assessment Conditions

Assessment must be conducted in the workplace.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3134 Overview of the NLIS Pork

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to work with the mob based National Livestock Identification System (NLIS) Pork.

This Unit is applicable for those purchasing livestock, receiving and managing pigs in lairage, livestock clerks, Quality Assurance managers, slaughter floor supervisors, meat authority staff and auditors.

All work should be carried out to comply with regulatory requirements, workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Describe the history of the NLIS(Pork) and its benefit to industry	1.1 Explain why the industry has implemented NLIS (Pork) 1.2 Explain the benefits of the NLIS (Pork) to industry
2. Describe the nature and function of a Property Identification Code (PIC)	2.1 Identify the component parts of a PIC 2.2 Explain the importance of the PIC to the NLIS
3. Describe and interpret the data contained on a National Vendor Declaration (NVD)	3.1 Explain the purpose of an NVD 3.2 Explain the information contained on an NVD 3.3 Interpret the importance of the various details on the NVD for an abattoir 3.4 Identify the various mistakes that can be made by producers when completing NVDs 3.5 Describe the actions that have to be taken when NVDs are incomplete or incorrectly filled in 3.6 Describe the path of the NVD from producer to processor
4. Complete a review of an NVD as received by a meat processor	4.1 Identify the important information on an NVD 4.2 Identify errors 4.3 Describe the corrective actions to be taken
5. Explain the purpose of tattoos and tags for pig and identification	5.1 Explain the purpose of tattoos and tags and the information that this provides
6. Identify the various NLIS regulations that apply to producers, saleyards and meat processors	6.1 Identify and explain the role of the various bodies associated with the NLIS 6.2 Describe the NLIS regulatory obligations for slaughtering establishments 6.3 Describe the corrective action to be taken with pigs not appropriately tagged or tattooed
7. Describe the function of the kill sheet	7.1 Explain the purpose of a kill sheet and who prepares it 7.2 Identify the various component parts of a kill sheet and the information contained in it 7.3 Explain the importance of following the kill sheet schedule

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

New unit - no equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3134 Overview of the NLIS Pork

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must describe the mob based National Livestock Identification System (NLIS) for pigs.

The candidate must:

- describe the history of the NLIS and its benefit to industry
- describe the nature and function of a PIC
- describe and interpret the data contained on an NVD
- complete a review of an NVD as received by a meat processor
- identify the various types of NLIS identification (tattoos and tags) for pigs
- identify the various NLIS regulations that apply to producers, saleyards and meat processors
- describe the function of the kill sheet
- take appropriate steps to minimise workplace health and safety risks when working with livestock

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the NLIS(Pork) system, including the origin and nature of the system, its commercial importance, role in food safety and importing country requirements, role in traceability
- the fundamental benefits of the NLIS to industry
- NLIS identification systems (tattoos and tags) and their purpose and function in the NLIS
- NLIS regulatory requirements in relation to abattoirs
- the purpose of a (National Vendor Declaration) NVD
- the information contained on an NVD
- the nature and purpose of Property Identification Codes
- purpose, nature of and regulations underpinning the use of PICs
- the role of Post-Sale Summaries (PSSs)

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- the function of the kill sheet

Assessment Conditions

Assessment must be conducted in the workplace.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3135 Perform ante and post-mortem inspection - Calves

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to perform ante-mortem and post-mortem inspection duties on calves in accordance with the Australian Standard.

This unit is applicable to those who seek employment and registration as a meat inspector in either the domestic or export processing sectors.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen Knives

AMPA3002 Handle animals humanely while conducting ante-mortem inspection

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify regulatory requirements for calves	1.1 Explain sources of calves for slaughter 1.2 Identify regulatory requirements for the handling and processing of calves
2. Identify the main reasons for ante-mortem inspection	2.1 Explain reasons for ante-mortem inspection 2.2 Identify regulatory requirements associated with ante-mortem inspection
3. Perform ante-mortem inspection on cattle and/or buffalo	3.1 Identify and explain procedures and principles of humane handling of calves 3.2 Detect and identify signs of common conditions responsible for abnormalities at ante-mortem 3.3 Identify procedures for humane destruction 3.4 Identify procedures for emergency and suspect slaughter 3.5 Perform ante-mortem inspection on calves according to relevant workplace health and safety and regulatory requirements 3.6 Identify Quality Assurance aspects of ante-mortem inspection
4. Make disposition as a result of inspection and take appropriate action	4.1 Identify and describe common diseases and conditions responsible for abnormalities in calves 4.2 Segregate suspect stock according to regulatory and workplace requirements 4.3 Identify signs of emergency or notifiable diseases that could be seen at ante-mortem 4.4 Describe emergency or notifiable disease procedures as set out in the relevant regulations

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Element	Performance criteria
5. Identify base anatomical structure systems of cattle or buffalo	5.1 Identify organs of calves 5.2 Identify and explain lymphatic, circulatory, digestive, urinary, nervous and respiratory systems 5.3 Identify basic skeletal structure of cattle and/or buffalo
6. Identify the main reasons for post-mortem inspection	6.1 Identify reasons for post-mortem inspection 6.2 Identify regulatory requirements associated with post-mortem inspection
7. Perform post-mortem inspection of cattle or buffalo	7.1 Follow procedures for post-mortem inspection 7.2 Identify and detect abnormalities 7.3 Perform post-mortem inspection on calves in accordance with regulatory requirements, hygiene and sanitation requirements and workplace health and safety requirements, in a work environment and under normal production conditions 7.4 Identify Quality Assurance (QA) requirements of post-mortem inspection
8. Make disposition	8.1 Detect and identify common diseases and conditions responsible for abnormalities for calves 8.2 Identify and explain symptoms of notifiable diseases

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Element	Performance criteria
9. Treat affected carcase appropriately	9.1 Treat carcase in accordance with regulatory, hygiene and sanitation, and workplace health and safety requirements 9.2 Demonstrate anatomical knowledge of carcase in the disposition process
10. Monitor stunning and slaughter of animals	10.1 Identify requirements for effective stunning and slaughter 10.2 Ensure animals are stunned and bled according to workplace and regulatory requirements 10.3 Take corrective action in the event of ineffective stunning or bleeding
11. Describe the procedures followed for retained carcase on the slaughter floor	11.1 Identify and describe procedures for retained carcase in accordance with workplace and regulatory requirements
12. Identify and use Personal and Protective Equipment (PPE) required to perform post-mortem inspection	12.1 Identify and explain the purpose of the PPE equipment required for post-mortem inspection 12.2 Use equipment in accordance with QA and workplace requirements 12.3 Use, maintain and store Personal Protective Equipment (PPE) in accordance with workplace health and safety requirements

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Element	Performance criteria
13. Take pathological and residue samples to assist in determining disposition	13.1 Identify tissue necessary for determining dispositions and/or routine testing 13.2 Collect and submit specimens according to workplace procedures 13.3 Interpret results 13.4 Retain carcases awaiting results according to workplace procedures

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

New unit - no equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3135 Perform ante and post-mortem inspection - Calves

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

Candidates must perform the ante-mortem and post-mortem inspection of calves to Australian Standards and other relevant regulatory requirements in a workplace environment under normal operating conditions.

The candidate must:

- perform ante-mortem inspection in accordance with the Australian Standard and where relevant other importing country requirements
- describe principles and procedures for humane handling
- identify common diseases and conditions found at ante-mortem
- describe symptoms of emergency or notifiable diseases
- make correct dispositions for the emergency, notifiable and common diseases and conditions found at ante mortem in accordance with the Australian Standard
- segregate suspect animals in accordance with the Australian Standard and / or importing country requirements
- identify the steps and procedures for humane destruction, emergency and suspect kills
- identify the organs, skeletal structure and elements of the lymphatic, circulatory, digestive, urinary, nervous and respiratory systems relevant to meat inspection duties
- perform post-mortem inspection in accordance with the Australian Standard and, where relevant, other importing country requirements
- identify common diseases and conditions found at post-mortem
- describe the symptoms of emergency and notifiable diseases found at post mortem
- make correct dispositions for the common, emergency and notifiable diseases and conditions in accordance with the Australian Standard
- treat carcases and offal in accordance with the Australian Standard and/or importing country requirements
- monitor restraint, stunning and bleeding in order to detect, assess and report animal welfare issues
- take and dispatch samples for mandated testing

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- treat carcases being held for test results in accordance with regulatory or importing country requirements
- perform inspection duties in accordance with workplace health and safety requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the physiology and anatomy of cattle and/or buffalo
- the Australian Standard procedures for the ante and post mortem inspection of calves
- additional inspection procedures relevant to the plant where assessment of the trainee is taking place
- humane and efficient slaughtering techniques including restraint, stunning and bleeding
- procedures for retaining carcases
- carcase sampling and testing
- workplace health and safety hazards and work place requirements
- role of equipment for meeting hygiene and sanitation and workplace requirements
- correct technique for incision of parts and organs
- procedures for disposal of condemned carcase
- procedures for identifying, collecting and submitting specimens
- segregation requirements for suspect animals
- steps and procedures for humane destruction, emergency and suspect kills
- steps in ante-mortem inspection and recognise abnormal conditions
- symptoms of common diseases and conditions
- symptoms of major emergency or notifiable diseases
- regulatory requirements associated with emergency or notifiable diseases
- the relevant registration processes and procedures for meat inspectors at their specific plant

Assessment Conditions

Assessment of ante and post mortem inspection must be conducted in a slaughtering establishment and assessment of post mortem inspection must be at chain speed.

As a minimum, assessment must consist of the following three forms of assessment:

- a workplace referee report which documents at least 10 practice ante-mortem inspections and 100 hours of post-mortem inspection practice on the chain under the supervision of a qualified meat inspector or on plant veterinary officer (note that this may be reduced to 50 hours if this is the second post-mortem inspection unit selected) The candidate must diarise the practice including the number of livestock / carcases inspected and conditions detected and this has to be verified by a workplace supervisor or mentor
- knowledge test which must include an assessment of the candidates knowledge of common diseases and conditions as well as emergency and notifiable diseases
- on-the-job assessment with assessor observation

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Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA3136 Monitor welfare of stock during out-of-hours receival

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 3.0.

Application

This unit describes the skills and knowledge required to perform the duties of an assistant to an Animal Welfare Officer where those duties involve the receival and unloading animals from transport out of normal production hours.

This unit applies to those responsible for the receival of livestock out- of-hours including overseeing the unloading stock from transport at abattoirs. These individuals work under the supervision of an Animal Welfare Officer, and exercise limited autonomy and have some accountability for their own work.

All work must be carried out to comply with workplace safety and hygiene requirements and Australian meat processing standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Check facilities and equipment	1.1 Identify facilities and equipment required for the receival of livestock according to workplace procedures 1.2 Check the work site, facilities and equipment for hazards according to workplace procedures 1.3 Carry out or report repairs and maintenance of facilities and equipment required for the unloading of livestock and prepare

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	facilities for receival of stock according to workplace procedures 1.4 Use and store personal protective equipment and clothing according to work health and safety procedures 1.5 Record checks made and action in a manner that complies with workplace requirements
2. Check the documentation accompanying the livestock	2.1 Check truck driver compliance with workplace induction requirements 2.2 Identify the documentation required for the particular load 2.3 Check stock numbers and descriptions against documentation 24 Record stock receival according to workplace requirements 2.5 Report and record all errors in documentation according to workplace requirements
3. Oversee the unloading of livestock	3.1 Oversee the unloading of animals to comply with animal welfare, workplace and regulatory requirements 3.2 Report any breaches of animal welfare standards during unloading according to workplace requirements 3.3 Identify, count and record livestock according to workplace procedures 3.4 Identify pens to be utilised for the unloaded stock 3.5 Complete and maintain documentation according to workplace, regulatory and transporter requirements 3.6 Reach agreement on condition of animals with the transporter
4. Perform appropriate animal health procedures	4.1 Sort stock, if required, with sick or injured stock segregated according to workplace and regulatory requirements 4.2 Report injured stock and arrange euthanising if required, according to workplace requirements 4.3 Report if feed and water is not available to animals according to workplace requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extract and comprehend information from workplace and regulatory texts
Writing	• Produce documents according to set requirements
Oral communication	• Use appropriate language to provide directions or seek information from truck drivers to ensure smooth operation of the unloading process
Navigate the world of work	• Apply workplace procedures and legislative requirements relevant to own role • Understand main tasks, responsibilities and boundaries of own role
Interact with others	• Report information using required communication method • Work cooperatively with others to facilitate unloading of stock.
Get the work done	• Make decisions related to completion of tasks associated with role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPA3136 Monitor welfare of stock during out-of-hours receival	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA3136 Monitor welfare of stock during out-of-hours receival

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

The individual must monitor stock during out-of-hours receival and demonstrate each dot point at least once. The individual must demonstrate that he/she has:

- overseen the safe and humane unloading of livestock
- provided and maintained appropriate animal health and nutritional requirements
- monitored animal welfare and recognise irregularities during unloading
- responded to breaches in animal welfare according to company requirements
- assigned yards according to numbers unloaded and yard capacity
- identified sick and injured livestock
- followed segregation and reporting procedures for sick and injured animals
- arranged for the euthanising of sick and injured livestock when required
- checked and stored relevant delivery documentation including National Vendor Declarations
- reported deficiencies in documentation according to workplace requirements
- complied with work health and safety and animal welfare legislative requirements relevant to the unloading and monitoring of stock.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- documentation requirements including National Vendor Declarations
- animal basic health and nutritional requirements
- animal herding and flocking behaviour
- working dogs' uses and handling techniques (where appropriate)
- animal handling and movement methods and techniques
- animal welfare standards applicable to the loading and unloading of animals

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- standard operating procedures (SOPs) and work instructions relevant to unloading stock out of hours
- work health and safety and animal welfare legislative requirements relevant to unloading stock out of hours
- lines of reporting and referral where breaches and actions outside scope of responsibility are encountered.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - an operating workplace where out-of-hours stock receival occurs
- resources, equipment and materials:
  - truckloads of stock
  - yards and equipment required for the receival of stock
  - required documentation
- specifications:
  - workplace documents relevant to receival of stock out of hours
  - access to current legislation and regulations relevant to receival of stock out of hours
- relationships:
  - truck drivers delivering stock
  - supervising Animal Welfare Officer.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA400 Utilise refrigeration index

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to use the Refrigeration Index (RI) to validate compliance of a chilling and freezing process.

The Export Control Orders (ECO), which came into effect in July 2005, require the validation of all chilling processes using the RI.

This unit is applicable to Quality Assurance (QA) staff and regulators who utilise the RI to validate compliance of a chilling or freezing process.

The unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Define the RI	1.1 Explain RI measure and the uses of predictive microbiological model 1.2 Identify regulatory requirements for process compliance using the RI 1.3 Identify factors affecting microbial growth 1.4 Identify RI model parameters
2. Collect temperature data for RI	2.1 Set up data logger correctly 2.2 Place temperature sensor in product, taking into account the point of microbiological concern and recommended placement 2.3 Process time-temperature data into correct format for RI calculator
3. Select and define process to be validated	3.1 Define process in terms of output 3.2 Define production lot 3.3 Identify variables in the process 3.4 Identify number of measurements required 3.5 Identify when and where data collection should occur 3.6 Identify RI criteria
4. Calculate RI index	4.1 Load and open software 4.2 Select correct calculator options for process being validated 4.3 Calculate RI for process to be validated
5. Utilise RI to validate process	5.1 Compare RI with ECO requirements 5.2 Assess appropriateness of the data where RI does not comply 5.3 Take action to correct a non-conforming process 5.4 Make decisions on production disposition for a refrigeration breakdown
6. Document a validation process using the RI	6.1 Describe purpose, process and arrangements for validation 6.2 Describe data collection methods and calculation options used and summarise data collected 6.3 State validation decision

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

MTMP401B Utilise refrigeration index	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA400 Utilise refrigeration index

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time at production speed.

The candidate must use the Refrigeration Index (RI) to validate compliance of a chilling and freezing process.

The candidate must demonstrate 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
- maintain currency of knowledge and techniques through informal learning and personal research utilising resources including the internet, industry journals, Department of Agriculture notices and conference workshops
- identify and apply relevant workplace health and safety, regulatory and workplace requirements

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- growth phases of microbes
- purpose of predictive microbiological models
- how and why RI is used
- parameters of the RI model
- product disposition using the RI

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- 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
- regulatory requirements underpinning use of the RI

Assessment Conditions

Competency must be demonstrated utilising the RI calculator.

Assessment may involve processing real or simulated data.

A minimum of three different forms of assessment must be used.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA401 Implement a Meat Hygiene Assessment program

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to implement all aspects of a product and process monitoring system in a slaughter floor and/or boning room.

Process and product monitoring systems are mandatory in all meat industry export works and staff undertaking monitoring duties must be trained in these systems.

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.

All work is carried out to comply with workplace procedures, MHA program requirements and appropriate legislation.

This unit applies to individuals who take responsibility for their own work and undertake a range of routine and non-routine activities.

This unit must be delivered in the context of Australian meat processing standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Monitor carcase product	1.1 Select samples for assessment according to approved sampling plan 1.2 Conduct assessment using appropriate facilities, lighting and time 1.3 Monitor products for defects according to agreed criteria and classification 1.4 Scan carcases using approved scanning lines 1.5 Record defects using correct forms or electronic system 1.6 Implement immediate corrective action 1.7 Monitor carcases according to workplace requirements for hygiene and sanitation, and workplace health and safety
2. Monitor offal and/or assess carton meat	2.1 Select samples for assessment according to approved sampling plan 2.2 Conduct assessment using appropriate facilities, lighting and time 2.3 Monitor offal and/or carton meat for defects according to agreed criteria and classification 2.4 Record defects using correct forms or electronic system 2.5 Identify levels for triggering corrective actions 2.6 Implement corrective action immediately 2.7 Monitor offal and/or carton meat according to workplace requirements for hygiene and sanitation, and workplace health and safety
3. Monitor process	3.1 Monitor process according to enterprise monitoring plan 3.2 Record results on appropriate process monitoring sheets 3.3 Rate process according to established criteria 3.4 Implement corrective action immediately 3.5 Calculate and record a conformity index after each process monitoring exercise 3.6 Monitor process according to workplace requirements for hygiene and sanitation, and workplace health and safety 3.7 Track results of process monitoring over time and reconcile with product monitoring outcomes

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Element	Performance criteria
4. Analyse data gathered	4.1 Plot product and process monitoring results on simple trend charts 4.2 Plot product and process monitoring result on control charts 4.3 Interpret trends and take remedial or corrective actions where necessary
5. Implement MHA program	5.1 Prepare and implement work instructions for monitoring activities

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMP402B Implement a Meat Hygiene Assessment program	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA401 Implement a Meat Hygiene Assessment program

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time at production speed.

The candidate must implement a Meat Hygiene Assessment program.

The candidate must:

- 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
- 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 workplace health and safety requirements when monitoring product and process
- maintain currency of knowledge and techniques through informal learning, regular professional development or personal research
- provide relevant information to work colleagues to facilitate understanding of, and compliance with, the applicable standards and regulations
- record the monitoring results accurately

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- purpose of an MHA program
- classification of defects
- when and how corrective actions should be taken in response to monitoring outcomes

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- types and purposes of control charts
- purpose of trend charts
- what a trend is and why it is important when monitoring process and product
- how to undertake process compliance monitoring
- how to implement the approved sample plan for product monitoring
- purpose of the process conformity index
- types of defects to be identified in carcase, offal and carton product
- relevant regulatory requirements

Assessment Conditions

Assessment must occur in an operating abattoir or boning room. This unit must be delivered in the context of Australian meat processing standards and regulations.

Competency must be demonstrated when implementing a real MHA program.

A minimum of three different forms of assessment must be used.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA402 Oversee plant compliance with the Australian standards for meat processing

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to oversee compliance with the relevant Australian Standards for meat processing in abattoirs and boning rooms.

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.

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.

This unit must be delivered in the context of Australian meat processing standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to demonstrate

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Element	Performance criteria
essential outcomes.	achievement of the element.
1. Identify major regulatory requirements relevant to meat processing plants supplying the domestic market	1.1 Identify relevant legislation and its application to meat processing plants 1.2 Identify relevant Australian Standards in legislation 1.3 Identify the agency responsible for the enforcement of this legislation 1.4 Explain process for registration of a domestic meat processing plant 1.5 Describe registration process for meat inspectors
2. Identify and describe requirements of the Australian Standard	2.1 Describe nature of Approved Arrangements and pre-requisite programs 2.2 Describe and explain meat inspection requirements of the Australian Standard 2.3 Describe and explain disposition requirements of the Australian Standard 2.4 Describe requirements for reporting exotic or notifiable diseases
3. Identify government review and audit processes	3.1 Identify relevant government agencies regulating the meat industry at state level 3.2 Describe review and audit processes used by agencies to ensure compliance with the Australian Standard
4. Oversee compliance with the Australian Standard	4.1 Participate in internal verification activities for compliance 4.2 Prepare for external review or audit 4.3 Manage external review or audit of compliance 4.4 Close out corrective action requests from external or internal audits

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMP403B Oversee plant compliance with the Australian standards for Meat Processing	E

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Links

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Assessment Requirements for AMPA402 Oversee plant compliance with the Australian standards for meat processing

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must oversee plant compliance with the Australian standards for meat processing.

The candidate must:

- 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
- 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 workplace health and safety, and workplace requirements
- 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

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- the legislation and regulations relevant to meat processing in their jurisdiction
- the Australian Standard for the hygienic production and transportation of meat and meat products for human consumption
- livestock identification processes and procedures
- how to prepare for an internal or external audit
- meat industry data collection systems and reporting requirements
- how to close out corrective action requests from external or internal audits

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- reporting requirements for emergency and notifiable diseases
- Animal Welfare Standards and requirements as called up by State regulations

Assessment Conditions

Competency must be demonstrated in terms of specific legislation relevant to export or domestic meat processing plants.

Assessment must occur in the context of simulated breaches and simulated review processes. Assessment must involve using the current Australian Standards.

A minimum of three different forms of assessment must be used.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA403 Apply meat science

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes 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.

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.

The skills and knowledge gained from this unit will enable an individual to interpret meat processing data and to recommend improvements to control and enhance the eating quality of meat products.

This unit is suitable for people working in the red meat industry in a Quality Assurance (QA) or management role.

MSA requirements include adherence to the MSA Standards Manual for Grading, MSA Standards Manual for Saleyard Consignment and MSA Standards Manual for Trade Mark Usage.

This unit must be delivered in the context of Australian meat processing standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Apply knowledge of muscle structure and biochemistry to meat quality and the factors that affect it	1.1 Explain biological mechanisms (both pre and post slaughter) that affect meat quality in beef 1.2 Identify the pattern of tissue development in the body and the pattern of deposition within the muscle and fat deposits, including the extent to which the composition of fat deposits can be manipulated by production factors 1.3 Identify structure of skeletal muscles in terms of the myofibre and connective tissue components and the effect these structures have on eating quality 1.4 Identify biochemical events that occur in muscle early post-mortem and their significance in subsequent meat quality
2. Identify production and pre-slaughter factors that affect meat quality	2.1 Identify impacts of production factors on meat quality 2.2 Explain pre-slaughter factors
3. Identify processing factors that impact eating quality	3.1 Explain pH/temperature window and how it impacts palatability 3.2 Describe role of electrical stimulation in controlling the rate of glycolysis in the carcase 3.3 Explain impact of stretching muscles pre-rigor on palatability 3.4 Describe process of ageing, its impact on tenderness and methods for extending the storage life of fresh meat including the application of packaging technologies 3.5 Describe impact of cooking on palatability of meat
4. Describe quality attributes of meat	4.1 Identify factors that control changes in colour of fresh meat 4.2 Describe development of marbling fat and its impact on palatability 4.3 Explain impact of drip on both the appearance and palatability of meat
5. Identify and evaluate the MSA cuts based grading scheme	5.1 Explain Palatability Analysis Critical Control Points (PACCP) approach to meat grading 5.2 Describe principles behind the development of the MSA carcase pathways system, including tasting protocols 5.3 Establish impact of various production, processing and value-adding inputs on the palatability of beef using the MSA model

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Element	Performance criteria
	5.4 Evaluate potential benefits of a cuts-based grading system to various industry sectors 5.5 Analyse alternative grading schemes and their various attributes
6. Interpret and analyse data to predict probable impacts on meat eating quality	6.1 Predict probable impacts of production and processing on meat quality 6.2 Identify potential solutions for eating quality problems

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMP404B Apply meat science	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA403 Apply meat science

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must apply meat science.

The candidate must:

- explain the processing factors that impact on eating quality, including pH, electrical stimulation, ageing and stretching, to relevant personnel involved in the production process
- apply relevant communication skills when explaining scientific principles simply and clearly
- collate and analyse eating quality data
- maintain currency of knowledge through independent research or professional development
- identify and apply relevant workplace health and safety, regulatory and workplace requirements
- identify and recommend improvements that could be made to improve meat eating quality to management

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical 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 changes in colour of 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 impact on meat palatability
- visual and palatability attributes of meat quality that are important to customers
- physical and chemical changes that occur when meat is cooked
- anatomical and biochemical determinants of meat palatability

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- factors in animal husbandry, transport, lairage, slaughter, carcase storage, packaging, further processing and cooking that will impact on tenderness and palatability
- minimum standards of enterprise performance as specified in relevant regulations

Assessment Conditions

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

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.

A minimum of three different forms of assessment must be used.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA404 Conduct and validate pH and temperature declines to MSA standards

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

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 license requirement for Meat Standards Australia (MSA) enterprises to achieve the pH and temperature window.

The skills and knowledge gained from this unit will allow individuals 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.

This unit must be delivered and assessed using Australian meat industry standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Operate and calibrate pH equipment	1.1 Conduct temperature calibrations 1.2 Conduct pH calibrations
2. Conduct monthly and weekly monitoring of the pH or temperature window	2.1 Demonstrate correct technique for pH and temperature measurement 2.2 Collect necessary information for validating monitoring 2.3 Collect valid and sufficient readings 2.4 Record and report results
3. Analyse results of pH and temperature monitoring	3.1 Recognise effects of heat shortening and cold shortening 3.2 Identify pH and temperature window
4. Suggest corrective action plans for window non-conformance	4.1 Identify and evaluate factors impacting on pH or temperature window conformance 4.2 Identify reasons for non-conformance 4.3 Conduct trials to achieve window conformance

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMP405B Conduct and validate pH/temperature declines to Meat Standards Australia standards	E

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Links

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Assessment Requirements for AMPA404 Conduct and validate pH and temperature declines to MSA standards

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time at production speed.

The candidate must conduct and validate pH and temperature declines to MSA standards.

The candidate must:

- collect information on live animals for use in pH and temperature monitoring
- conduct monthly and weekly monitoring of the pH and temperature window
- observe, time and follow carcases through the slaughter floor recording the following:
  - carcase information
  - chiller number
  - immobiliser information (if applicable)
  - rigidity probe information (if applicable)
  - stimulation information (if applicable)
  - time entering the chiller
  - time stunned
- analyse results to verify conformance
- apply relevant communication and mathematical skills
- generate individual and lot average graphs to show pH and temperature window conformance
- identify and apply relevant workplace health and safety, regulatory and workplace requirements
- maintain currency of knowledge through professional development or self-directed research
- operate and calibrate pH and temperature readings
- suggest corrective action procedures

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Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- the scope and nature of MSA standards
- impact of electrical stimulation on pH decline
- impact of chilling factors on pH and temperature decline
- how the time it takes a carcase to reach the chiller can impact on the rate of pH decline
- pH and temperature window
- how cold shortening occurs and characteristics of cold shortened product
- how heat shortening occurs and characteristics of heat shortened product
- how other electrical inputs can impact the rate of pH decline
- the impact of slaughter floor temperature on rate of pH and temperature decline
- glycogen and the relationship between stress and pH
- what pH is and its importance for eating quality

Assessment Conditions

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

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.

A minimum of three forms of assessment must be used.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA405 Develop and implement Quality Assurance program for a rendering plant

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to develop and implement a Quality Assurance (QA) program for a rendering plant.

This unit is suitable for people working in the rendering sector. Work must involve interaction between staff and the individual and a detailed understanding of the rendering process.

This unit must be delivered in the context of Australian meat industry standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Develop a QA program for rendering plant	1.1 Develop process flow chart for rendering plant 1.2 Identify Control and Critical Control Points (CCPs) 1.3 Identify procedures to be carried out at control and CCPs

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Element	Performance criteria
	1.4 Validate critical limits 1.5 Develop operations manual, monitoring sheets and verification procedures
2. Implement the QA program at the rendering plant	2.1 Clearly explain QA procedures and requirements to relevant personnel 2.2 Coach and mentor staff when introducing work instructions and operating procedures 2.3 Introduce and monitor verification and recording procedures 2.4 Conduct internal audit to verify program

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMP406A Develop and implement Quality Assurance program for a rendering plant	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA405 Develop and implement Quality Assurance program for a rendering plant

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time at production speed.

Candidates must be able to develop and implement a QA program that meet the requirements of current Australian Standards and relevant legislation.

The candidate must:

- 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 workplace health and safety requirements
- identify and manage environmental hazards
- identify corrective action
- identify CCPs for QA monitoring
- identify hazards
- implement the QA program
- mentor staff implementing the procedures
- prepare a HACCP chart for rendering operations
- use relevant communication skills
- verify the program using sampling, testing and auditing

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- verification and validation procedures
- regulations, standards and workplace requirements affecting rendering operations

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Assessment Conditions

Assessment can be conducted in actual or simulated environments.

The following three forms of assessment must be used:

- written test or quiz
- workplace referee report
- on the job assessment with assessor observation

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA406 Inspect transportation container or vehicle

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit covers the skills and knowledge required to apply regulatory and workplace requirements for the inspection of meat transport containers and vehicles.

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.

All work should be carried out to comply with workplace and regulatory requirements.

This unit applies to individuals who take responsibility for their own work and for the quality of others' work within known parameters. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Inspect meat transport container or vehicle	1.1 Identify regulatory and workplace requirements for vehicles and containers 1.2 Identify and explain sources of potential contamination 1.3 Inspect meat transport vehicle or container for compliance with licensing requirements 1.4 Inspect meat transport vehicle or container for compliance with regulatory and workplace requirements 1.5 Take corrective action if vehicles or containers do not meet workplace or regulatory requirements 1.6 Complete reports to workplace requirements 1.7 Observe workplace health and safety requirements whilst conducting inspections

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP408A Inspect transportation container/vehicle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA406 Inspect transportation container or vehicle

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must apply regulatory and workplace requirements for the inspection of meat transport containers and vehicles.

The candidate must:

- assess vehicle against workplace and regulatory standards and requirements
- identify non-conformance in hygiene and sanitation, workplace health and safety, and licensing requirements
- apply mathematical applications relevant to work instructions and Standard Operating Procedures (SOPs)
- follow enterprise and regulatory inspection procedures for meat transport vehicles
- prepare reports clearly and concisely in standard formats
- follow workplace health and safety requirements whilst conducting inspections
- take corrective action if vehicle or container does not meet workplace or regulatory requirements

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- potential sources of contamination
- regulatory and enterprise hygiene and sanitation requirements related to inspection of meat transport vehicles or containers
- licensing and registration requirements for meat transport vehicles

Assessment Conditions

Assessment has to utilise actual containers or vehicles for inspection activities.

Candidates must be able to implement current regulatory requirements.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA407 Contribute to abattoir design and construction processes

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This describes the skills and knowledge required to assess the suitability of abattoir design and construction.

This unit is applicable to individuals who review and approve abattoir designs. It is also applicable to individuals who are responsible for planning new meat establishments or extensions to existing plants.

This unit must be delivered in the context of Australian meat industry standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Assess proposed site for a meat processing	1.1 Identify workplace production requirements 1.2 Assess site suitability for a meat processing establishment in

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Element	Performance criteria
plant	terms of regulatory requirements 1.3 Identify factors that will affect key stakeholders in the site
2. Assess the design and construction of a proposed meat processing establishment	2.1 Identify and apply relevant regulations and importing country requirements, for the design and construction of a meat processing establishment 2.2 Identify and apply all statutory and practical requirements for Quality Assurance (QA), animal welfare, workplace health and safety, and hygiene and sanitation to the design 2.3 Assess yard design in terms of achieving safe, effective and efficient movement of stock 2.4 Assess design in terms of achieving effective and efficient product flow and separation of edible and inedible products

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMP409A Maintain abattoir design and construction standards	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA407 Contribute to abattoir design and construction processes

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must maintain abattoir design and construction standards.

The candidate must:

- assess plans for a meat processing establishment against regulatory requirements
- describe the layout, operation, stock 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
- 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
- use relevant communication skills

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- relevant statutory requirements for design and construction of abattoirs to meet hygienic production, workplace health and safety, and animal welfare requirements
- critical points in meat processing establishments that relate to design

Assessment Conditions

Plans can be assessed in simulated situations but must be assessed against current legislation and codes.

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Assessment must be undertaken utilising realistic plans for slaughtering or boning facilities.

A minimum of three different forms of assessment must be used.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPA413 Review or develop an Emergency Animal Disease Response Plan

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to develop or review the response to an emergency animal disease event for a workplace operating as a meat processing premises.

The unit applies to individuals who are responsible for developing or reviewing, and testing an Emergency Animal Disease Response Plan as part of an enterprise's Approved Arrangement.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Source relevant documentation for Emergency Animal Disease Plan	1.1 Identify sections of the AUSVET Plan applicable to emergency animal disease responses 1.2 Identify regulations, Australian standards, templates and guidance information applicable to emergency animal disease responses 1.3 Locate the current Emergency Animal Disease Response Plan or documents relevant to emergency animal disease response 1.4 Determine current key contact authorities for responding to

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	emergency animal disease events and their scope of responsibility.
2. Develop or update Emergency Animal Disease Plan	2.1 Establish scope, development process, team and timelines 2.2 Identify and brief personnel to be involved in the development process 2.3 Develop or review risk reduction and contingency section 2.4 Develop or review responses for a declared area 2.5 Develop or review responses for an infected or dangerous contact premises 2.6 Develop or review appendices as appropriate to the workplace 2.7 Complete ancillary documents as appropriate to the workplace
3. Test Emergency Animal Disease Response Plan	3.1 Check for scope, accuracy, and compliance with relevant AUS VET Plan and regulations 3.2 Engage relevant personnel to check viability 3.3 Use simulation or desktop audit to review responses for emergency animal diseases 3.4 Establish review and updating process 3.5 Ensure Emergency Animal Disease Response Plan is incorporated into Approved Arrangement.

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Reading	• Extract and comprehend information from workplace and regulatory texts
Writing	• Produce documents according to set requirements
Oral communication	• Use language appropriate to audience to provide or seek information • Use listening skills during discussion to seek opinions and interpretations of others

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Skill	Description
Get the work done	• Analyse information to make decisions required to complete Emergency Animal Disease Response Plan

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPA413 Review or develop an Emergency Animal Disease Response Plan	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPA413 Review or develop an Emergency Animal Disease Response Plan

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has reviewed or developed at least one Emergency Animal Disease Response Plan for a workplace operating as a meat processing premises. The individual must show that that he/she has:

- prepared to review or develop the Emergency Animal Disease Response Plan:
  - identified, located and interpreted information and regulatory requirements
- reviewed or developed the Emergency Animal Disease Response Plan:
  - accessed and organised required personnel and other resources
  - used a format and style consistent with workplace requirements
- tested the new or updated Emergency Animal Disease Response Plan:
  - checked that it is accurate, compliant with legislative requirements and covers the scope
  - interpreted and applied the responses required for a specified emergency animal disease in a test or simulation
  - established a review process
  - established how to incorporate the Emergency Animal Disease Response Plan into the Approved Arrangement.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- sections of the AUSVET Plan relevant to the workplace Emergency Animal Disease Response Plan
- the differences between notifiable and emergency diseases
- location of information setting out required responses to listed emergency animal diseases
- regulatory requirements relevant to reviewing or developing the enterprise's Emergency Animal Disease Response Plan’

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- roles and responsibilities of key personnel, including external personnel, during an emergency animal disease event
- required sections of an Emergency Animal Disease Response Plan
- common ancillary documents required for an Emergency Animal Disease Response Plan including flow charts, individual job cards, site maps, supplier lists and relevant signage.
-

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace in which workers come in contact with animals or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - equipment and materials for producing and testing Emergency Animal Disease Response Plan
- specifications:
  - access to AUSVET Plan
  - access to current legislation and regulations relevant to emergency animal disease response
  - access to workplace documents relevant to emergency animal disease response]
- relationships:
  - actual personnel to be involved in developing and checking Emergency Animal Disease Response Plan, or realistic role plays.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPCOR201 Maintain personal equipment

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to maintain, clean and store personal equipment, including Personal Protective Equipment (PPE).

This unit can be used as part of a worker's induction to a meat processing establishment, smallgoods producer, retail premises or other meat establishment.

This unit must be delivered in the context of Australian meat industry standards and regulations.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Maintain personal equipment	1.1 Maintain personal equipment to ensure manufacturer specifications are met, where relevant 1.2 Meet workplace health and safety, hygiene and sanitation, workplace and regulatory requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
2. Store personal equipment	2.1 Carry out appropriate maintenance for the equipment used 2.2 Store personal equipment in accordance with workplace and regulatory requirements
3. Clean personal equipment	3.1 Clean personal equipment to ensure that workplace requirements, workplace health and safety, hygiene and sanitation requirements, and manufacturer's specifications are all met, where relevant

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency	

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPCOR201 Maintain personal equipment Release 2	AMPCOR201 Maintain personal equipment Release 1	Performance evidence updated to be consistent with similar units by removing requirement for three separate occasions, to at least one occasion	Equivalent

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPCOR201 Maintain personal equipment

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has on at least one occasion:

- applied communication skills relevant to the task
- demonstrated procedures for maintaining personal equipment
- checked and prepare equipment in time for the start of work
- applied hygiene and sanitation, workplace health and safety requirements when using, cleaning and storing personal equipment, including Personal Protective Equipment (PPE).

Knowledge Evidence

The individual must demonstrate a basic factual, technical and procedural knowledge of:

- maintenance techniques for personal equipment
- relevant work instructions, Standard Operating Procedures (SOPs) and reports
- hygiene and sanitation, workplace health and safety, workplace and regulatory requirements related to maintaining, cleaning and storing personal equipment
- manufacturer specifications for use, maintenance, cleaning and storage of personal equipment, where relevant.

Assessment Conditions

All assessment must be conducted against Australian meat industry standards and regulations.

Competency must be demonstrated during the normal operations of a meat processing workplace.

Competency must be assessed using the personal equipment issued to the individual.

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The following three forms of evidence must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPCOR202 Apply hygiene and sanitation practices

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Application

This unit covers the skills and knowledge workers require to apply personal hygiene and sanitation practices in a meat operation. It also covers appropriate methods for cleaning equipment and immediate work areas during operations.

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, wholesalers and retail meat establishments.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Clean own work area and equipment during operations	1.1 Hygienically clean worksite during operations to workplace health and safety, workplace and regulatory requirements 1.2 Hygienically clean equipment and surfaces to regulatory and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	workplace requirements 1.3 Monitor cleanliness of work area according to workplace requirements
2. Identify sources of contamination and spoilage	2.1 Identify contamination and cross-contamination risks and take steps to reduce the risk 2.2 Take corrective action, in accordance with workplace and regulatory requirements, when contamination is identified
3. Follow workplace hygiene and sanitation requirements	3.1 Follow personal hygiene practices to workplace requirements 3.2 Handle product in accordance with workplace, and hygiene and sanitation requirements 3.3 Conduct work hygienically in accordance with workplace requirements 3.4 Process products in accordance with regulatory requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.	

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPCOR202 Apply hygiene and sanitation practices Release 2	AMPCOR202 Apply hygiene and sanitation practices Release 1	Minor wording change to knowledge evidence	Equivalent

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPCOR202 Apply hygiene and sanitation practices

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Performance Evidence

The candidate must be observed consistently applying required workplace hygiene and sanitation practices under normal production conditions.

The candidate must:

- consistently follow workplace hygiene and sanitation procedures
- keep work areas clean, while working as an individual and as part of a team
- demonstrate basic hygiene and sanitation practices in all workplace activities
- use communication skills relevant to the task
- use and mix cleaning chemicals (if used) according to manufacturer specifications, regulatory and workplace requirements.

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- hygiene and sanitation requirements for own area
- procedures for reporting contamination
- 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

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- 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 .

Assessment Conditions

Assessment must include demonstration of on-the-job competency in the workplace.

The following three forms of evidence must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPCOR203 Comply with Quality Assurance and HACCP requirements

Modification History

Release	Comments
Release 3	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 2	This version released with AMP Australian Meat Processing Training Package Version 4.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to apply Quality Assurance (QA) procedures and Hazard Analysis and Critical Control Points (HACCP) requirements in a meat establishment.

This unit is applicable to workers in abattoirs, knackeries, boning rooms, game processing plants, food services operations, wholesalers and meat retail operations.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify hazards and control points	1.1 Identify hazards to food safety and quality for own work area according to workplace and regulatory requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify control points for own work area according to workplace requirements
2. Identify elements of the Quality Assurance (QA) system	2.1 Identify the purpose and elements of the QA and HACCP systems and relate them to workplace requirements 2.2 Identify product specifications for own work area
3. Follow requirements of a HACCP-based QA system	3.1 Identify and follow workplace requirements of the HACCP system 3.2 Communicate non-conforming products to supervisor where this forms part of workplace requirements 3.3 Explain the consequences of not following workplace requirements
4. Identify quality control practices in a HACCP-based QA system	4.1 Identify quality control measures (including receival procedures and temperature monitoring) 4.2 Identify inspection and re-inspection procedures
5. Inspect own work	5.1 Inspect own work according to workplace requirements 5.2 Take corrective action according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.	

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
AMPCOR203 Comply with Quality Assurance and HACCP requirements Release 3	AMPCOR203 Comply with Quality Assurance and HACCP requirements Release 2	Correction made to expansion of HACCP acronym, to include 'Analysis' in application and performance evidence	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPCOR203 Comply with Quality Assurance and HACCP requirements

Modification History

Release	Comments
Release 3	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 2	This version released with AMP Australian Meat Processing Training Package Version 4.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Performance Evidence

The individual must be observed consistently complying with Quality Assurance (QA) procedures and Hazard Analysis and Critical Control Points (HACCP) requirements in the workplace under normal production conditions.

The individual must:

- comply with regulatory requirements
- determine critical control points - the trainee should be able to identify/know any critical control points for the section of the HACCP plan for the process and in particular those relevant to their own sections
- follow workplace requirements related to HACCP and QA
- identify hazards to food safety
- inspect own work
- identify and apply relevant workplace health and safety requirements
- monitor critical control points relevant to their task(s).

Knowledge Evidence

The individual must demonstrate a basic factual, technical and procedural 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

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- 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, including inspection and sampling.

Assessment Conditions

As a minimum, the following three forms of evidence must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPCOR204 Follow safe work policies and procedures

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to work safely in a meat establishment.

This unit is applicable to workers in abattoirs, knackeries, boning rooms, game processing plants, smallgoods plants, food services operations, wholesalers and meat retail premises.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Understand and fulfil workplace health and safety responsibilities	1.1 Meet workplace health and safety responsibilities according to regulatory and workplace requirements 1.2 Recognise and explain workplace health and safety responsibilities of key personnel
2. Follow workplace	2.1 Follow workplace health and safety policies, procedures and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
health and safety policies and procedures	programs 2.2 Use, maintain and store Personal Protective Equipment (PPE) as appropriate
3. Follow legal provisions related to workplace health and safety	3.1 Follow relevant provisions of workplace health and safety legislation and codes of practice
4. Contribute to workplace health and safety	4.1 Raise workplace health and safety issues with designated personnel in accordance with workplace requirements and relevant legislation 4.2 Contribute to WHS through participation appropriate to the scope of own responsibilities and competencies
5. Follow workplace requirements for hazard identification and risk control	5.1 Recognise and report hazards to health and safety in the work area to designated personnel according to workplace requirements 5.2 Follow workplace requirements for controlling risks to health and safety
6. Follow emergency procedures	6.1 Follow emergency procedures according to workplace requirements 6.2 Follow reporting procedures for emergencies according to workplace requirements
7. Operate machinery safely	7.1 Operate machinery according to safe work practices and procedures 7.2 Operate and maintain machinery according to manufacturer specifications and workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPCOR204 Follow safe work policies and procedures Release 2	AMPCOR204 Follow safe work policies and procedures Release 1	Repeated word removed from Element 2	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPCOR204 Follow safe work policies and procedures

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Performance Evidence

The candidate must be observed consistently complying with workplace health and safety requirements in the workplace under normal production conditions.

The candidate must:

- work safely as an individual and as a member of a team
- explain and report on workplace health and safety issues
- demonstrate safe work practices in all worksite activities
- follow workplace health and safety policies and procedures
- identify and apply relevant regulatory requirements as applicable
- identify and follow emergency procedures, including evacuation procedures, according to workplace requirements
- identify workplace health and safety hazards especially slips, falls and manual handling
- list hazards at the work site and control measures that have been implemented
- outline and observe own workplace health and safety legal responsibilities
- outline the employer's workplace health and safety legal requirements
- seek advice from more experienced colleagues or from manuals in order to operate new machinery and equipment safely
- use relevant communication skills.

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- use, maintenance and storage of PPE required for different areas of the worksite, according to workplace requirements and manufacturer specifications
- ways of minimising manual handling hazards
- safe operating procedures for machinery at own work station

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- procedures for reporting accidents at the work site
- functions of workplace health and safety committees and representatives at the work site
- PPE that must be worn for different areas at the work site
- process for making suggestions for improvement.

Assessment Conditions

As a minimum, the following three forms of evidence must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPCOR205 Communicate in the workplace

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes 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.

This unit can be used as part of a meat establishment workplace induction program introducing an individual to the industry and workplace communication requirements.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Contribute to the maintenance and improvement of	1.1 Solve problems by communicating with others 1.2 Exchange information to perform workplace tasks and take

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Element	Performance criteria
workplace operations and requirements	appropriate action 1.3 Provide clear and prompt spoken and written reports (where applicable)
2. Identify key personnel in the workplace	2.1 Identify the organisational structure of the workplace, mission statements and strategic plan 2.2 Identify key personnel and their roles in the organisation 2.3 Identify the role of trainees
3. Contribute to positive workplace relations	3.1 Recognise and consider communication styles of cultural, social and ethnic groups 3.2 Use appropriate communication style for context, audience and purpose 3.3 Consider regulatory and workplace ethical standards in verbal and non-verbal communications

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMCOR205A Communicate in the workplace	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPCOR205 Communicate in the workplace

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must be observed consistently complying with workplace communication requirements under normal production conditions.

The candidate must:

- copy and record workplace information accurately in routine formats and proformas
- demonstrate effective communication techniques with supervisors and colleagues
- demonstrate the exchange of relevant routine information with others to:
  - 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 and write to a level typically required in the workplace
- use appropriate communication styles when:
  - negotiating sensitive issues
  - obtaining views and information from others
  - working with cultural, social and ethnic groups

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- roles of key personnel in the workplace
- sources of information relevant to own work, including workplace health and safety, regulatory, work instructions and workplace requirements
- workplace standards of behaviour

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Assessment Conditions

As a minimum, the following three forms of evidence must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPCOR206 Overview the meat industry

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes 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.

This unit provides an introduction to the meat industry and all its sectors. It gives the individual 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.

This unit can be used as part of an employee's induction or pre-employment training program.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to demonstrate

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Element	Performance criteria
essential outcomes.	achievement of the element.
1. Work within the industry sector	1.1 Examine composition and structure of the meat industry to provide an overview for work priorities 1.2 Examine major species and trade markets 1.3 Trace path of meat from paddock to plate 1.4 Trace flow of product from stockyards to meat processing plant, to meat wholesalers and retailers, and through smallgoods plants 1.5 Identify products
2. Apply workplace policies	2.1 Obtain and apply relevant workplace policies including environmental policies; mission statements; workplace health and safety policies; organisational structure; Quality Assurance (QA); strategic planning; anti-bullying; and work instructions 2.2 Identify role of trainees in relation to workplace policies 2.3 Obtain information on working conditions and identify important elements
3. Follow award or employment agreement provisions	3.1 Obtain and apply information about relevant award provisions and employment conditions 3.2 Obtain and explain information on employee rights and responsibilities
4. Identify appropriate industry organisations and associations	4.1 Identify major industry organisations, peak bodies and regulatory bodies, and explain their roles
5. Follow Equal Employment Opportunity (EEO) legislative requirements	5.1 Obtain and apply relevant information about EEO provisions 5.2 Obtain information on sexual harassment policies and explain them in terms of personal responsibility
6. Demonstrate awareness of environmental issues in the meat industry	6.1 Identify relevant environmental regulatory requirements 6.2 Identify workplace environmental policies and practices 6.3 Identify consequences of not following workplace environmental policies and practices
7. Demonstrate awareness of industry animal welfare policies	7.1 Explain the importance of animal welfare considerations to the meat industry 7.2 Identify key industry policies and approaches to addressing animal welfare issues

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMCOR206A Overview the meat industry	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPCOR206 Overview the meat industry

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- explain employee responsibilities
- explain the flow of product from receival 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
- use relevant communication skills

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- 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 WHS and regulatory requirements for meat industry employees
- workplace employment conditions
- enterprise ethical standards and requirements for interacting with other employees and staff
- animal welfare policies and procedures

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Assessment Conditions

Competency must be demonstrated utilising actual or representative documentation of policies and procedures.

Three different forms of assessment must be used.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPCOR401 Manage own work performance

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required for personnel in leadership positions to assume responsibility for their own work performance and be 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 for others.

This unit is applicable to those in supervisory or leadership positions in meat processing, smallgoods and retailing operations who have responsibility for setting and achieving operational and administrative goals.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Set and achieve	1.1 Reflect pride in achievement, commitment to customer service

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Element	Performance criteria
personal goals	and enterprise requirements in personal performance standards 1.2 Set personal goals to reflect roles and responsibilities within the organisation 1.3 Identify and use opportunities to extend personal performance and goals 1.4 Provide a role model to others through personal qualities and workplace relationships 1.5 Demonstrate consistency in personal performance over changes in workplace conditions and contexts
2. Establish and achieve personal work priorities	2.1 Prioritise responsibilities, duties and tasks to achieve personal, team and organisational goals 2.2 Develop and follow work plans and schedules to achieve personal and enterprise targets 2.3 Use technology efficiently and effectively to manage work priorities and commitments 2.4 Implement strategies for minimising and managing stress
3. Maintain and update professional skills and knowledge	3.1 Assess personal skill and knowledge against position/job description, competency standards and personal goals to identify areas and priorities for development 3.2 Use feedback from clients, customers and colleagues to improve competence 3.3 Identify and utilise opportunities for professional development
4. Review own work performance	4.1 Analyse personal performance 4.2 Review personal goals according to changing industry directions, enterprise goals and personal performance 4.3 Identify new skills and knowledge required to maintain professional excellence and competitive edge 4.4 Prepare strategies for achieving personal goals

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

MTMCOR205A Communicate in the workplace	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPCOR401 Manage own work performance

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must manage own work performance.

The candidate must:

- 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 Workplace Health and Safety (WHS), 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

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- characteristics of an effective leader in the meat industry
- enterprise goals, directions, ethical standards and values
- how personal goals contribute to the achievement of enterprise goals
- own role in achieving organisation's goals
- career paths available in the industry

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Assessment Conditions

Assessment must include demonstration of on-the-job competency in the workplace, and be supported by a referee's report.

The following three forms of evidence must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPCOR402 Facilitate Quality Assurance Process

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to oversee a Hazard Analysis Critical Control Point (HACCP)-based Quality Assurance (QA) program. This unit is suitable for retailers, smallgoods producers, processors and food service establishments producing meat and meat products for domestic and export markets.

This unit is applicable to supervisors or those with responsibility for all or part of a meat establishment HACCP-based QA program.

Work in this unit must be carried out in accordance with AS4696 Australian Standard for the hygienic production and transportation of meat and meat products for human consumption.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Facilitate the ongoing implementation of the QA program in the	1.1 Identify regulatory basis for compliance with the company's HACCP-based QA program 1.2 Identify nature and importance of work instructions and

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Element	Performance criteria
workplace	Standard Operating Procedures (SOPs) and coach workers in their implications 1.3 Write work instructions and SOPs to comprehensively document requirements for competent performance 1.4 Review work instructions and SOPs for accuracy 1.5 Monitor implementation of work instructions and operating procedures
2. Monitor inspection and test records	2.1 Identify control and critical control points in the HACCP program 2.2 Identify and implement appropriate procedures for monitoring products and processes 2.3 Identify critical limits and causes for product or process not conforming 2.4 Monitor inspection and test records to verify product quality and identify performance trends 2.5 Include descriptions of proposals in status reports to introduce improved processes or procedures
3. Respond to non-conforming product or processes	3.1 Identify procedures for taking corrective action 3.2 Implement corrective and preventative measures to prevent recurrence 3.3 Devise or revise procedures to support control measures 3.4 Identify processes or conditions which could result in a breach of meat safety procedures and take corrective action 3.5 Introduce and control process changes to meet QA requirements
4. Review product samples and test results	4.1 Identify product sampling procedures 4.2 Identify post-collection procedures according to SOPs 4.3 Review and respond to test results in accordance with workplace requirements
5. Calculate yield, wastage and productivity indicators	5.1 Calculate yield, wastage and productivity measures to determine performance outcomes 5.2 Compare yield, wastage and productivity measures with targets to determine variations between actual and planned performance
6. Calculate calibration adjustments	6.1 Use mathematical concepts associated with equipment calibration to determine adjustment to settings 6.2 Verify calibration calculation by checking the accuracy of the adjustment in the actual work performance

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMCOR402C Facilitate Quality Assurance process	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPCOR402 Facilitate Quality Assurance Process

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time at production speed.

Evidence must demonstrate the candidate's consistency of performance over time at production speed.The candidate must facilitate Quality Assurance process.

The candidate must:

- 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 to workers with clarity and precision
- 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 Workplace Health and Safety (WHS) requirements
- interpret the results and trends of process monitoring
- prepare reports recommending improvements to processes and procedures
- prepare reports using primary and summary data, and appropriate language
- use relevant communication skills
- 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
- 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

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- monitor the accurate and timely recording of quality data

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical 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 to minimise them
- actual/potential problems which can occur if SOPs or work instructions or their equivalent are non-existent or inaccurate
- document controls associated with procedural 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 procedural changes
- legal obligations of the enterprise and individuals to maintain the QA system
- team requirements and team management processes or strategies

Assessment Conditions

Assessment must involve a demonstration of skills in the workplace.

Assessment must include demonstration of on-the-job competency in the workplace.

Competency must be demonstrated in terms of current regulatory requirements.

The following three forms of evidence must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

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AMPCOR403 Participate in workplace health and safety risk control process

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to participate in the reduction of workplace health and safety risks in a meat processing plant.

This unit is applicable to supervisors or those with workplace health and safety responsibilities in abattoirs, boning rooms, knackeries, game processing plants, smallgoods plants, food services operations, wholesalers and retailers.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Participate in workplace inspections	1.1 Facilitate group processes to identify potential workplace health and safety hazards

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Element	Performance criteria
	1.2 Participate in workplace inspections to identify potential hazards 1.3 Fulfil reporting obligations 1.4 Implement risk control processes
2. Participate in workplace health and safety risk control process	2.1 Participate in risk assessment processes 2.2 Control hazards in accordance with hierarchy of controls 2.3 Initiate workplace procedures for dealing with hazardous events 2.4 Inform relevant parties about any action taken and/or report it to designated personnel
3. Monitor implementation of safe work practices	3.1 Demonstrate, by example, compliance with safe work practices 3.2 Monitor safe work performance by employees 3.3 Implement safe work practices in accordance with regulatory requirements
4. Assist development of safe work practices	4.1 Develop changes to work procedures or Standard Operating Procedures (SOPs) in accordance with risk control processes and regulatory requirements 4.2 Consult employees in relation to the development of safe work practices 4.3 Reinforce employee understanding of safe work procedures on-the-job
5. Contribute to participative arrangements for the management of workplace health and safety	5.1 Implement and monitor consultation procedures about workplace health and safety issues to ensure that all workers may contribute 5.2 Deal with, resolve promptly, or refer to appropriate personnel issues raised through consultation in accordance with workplace procedures 5.3 Disseminate outcomes of consultation over WHS issues to the work group promptly
6. Contribute to workplace rehabilitation program as appropriate	6.1 Contribute to workplace rehabilitation programs in accordance with the requirements of a rehabilitation co-ordinator and/or provider

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

MTMCOR403A Participate in WHS risk control process	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPCOR403 Participate in workplace health and safety risk control process

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- apply participative problem-solving techniques to identify and resolve workplace health and safety issues
- identify and apply extent of responsibility
- identify and apply relevant WHS and workplace requirements
- demonstrate safe work practices associated with work tasks
- identify WHS 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

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- procedures for reporting hazards, accidents and incidents
- risk management principles
- process for developing and altering work procedures or SOPs
- current workplace health and safety legislative requirements

Assessment Conditions

Assessment must include demonstration of on-the-job competency in the workplace.

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Competency must be demonstrated while exercising an appropriate level of involvement in the risk control process. Assessment must include demonstration of competence in a meat establishment.

The following three forms of evidence must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPCOR404 Facilitate hygiene and sanitation performance

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to monitor the hygiene and sanitation performance of a plant.

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.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Interpret statutory and workplace requirements relating	1.1 Explain hygiene and sanitation, regulatory and workplace requirements to other workers to assist their workplace

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Element	Performance criteria
to hygiene and sanitation	performance 1.2 Implement employer and employee rights, responsibilities and obligations to achieve hygiene and sanitation compliance
2. Monitor hygiene and sanitation performance	2.1 Monitor hygiene and sanitation to verify compliance with workplace and statutory requirements 2.2 Report situations requiring action to improve hygiene and sanitation compliance as part of the continuous improvement process 2.3 Evaluate impact of process and product monitoring on hygiene and sanitation
3. Respond to hygiene and sanitation problems	3.1 Investigate hygiene and sanitation issues using established processes and procedures to resolve problems 3.2 Follow up and report recommended action arising from the investigation to ensure reinforcement and documentation of the outcomes
4. Evaluate results of microbiological testing	4.1 Analyse results of microbiological testing in terms of regulatory and workplace requirements 4.2 Take corrective action in response to microbiological results when required by workplace and regulatory requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMCOR404A Facilitate hygiene and sanitation performance	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPCOR404 Facilitate hygiene and sanitation performance

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Competency is demonstrated by taking an appropriate level of responsibility for the implementation of hygiene and sanitation SOPs. Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- define the problem being investigated
- understand and apply HACCP systems
- identify and apply workplace health and safety requirements
- plan an approach to the investigation
- 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

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical 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 specific to the site of employment

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Assessment Conditions

Assessment must include demonstration of on-the-job competency in the workplace.

Assessment should involve analysis of real or simulated data for a meat processing operation.

The following three forms of evidence must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPG300 Overview wild game meat industry

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to interpret and operate in the commercial and regulatory environment of the game meat industry.

This unit is applicable to workers in game processing plants, field depot managers and wild game harvesters.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify the sequence	1.1 Explain the importance of a professional image for wild game

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Element	Performance criteria
of operations for wild game harvesting in Australia	meat industry 1.2 Describe the sequence of operations from harvesting to end product 1.3 Identify the range of wild game meat products produced in Australia 1.4 Explain the impact of customer expectations on the wild game harvesting process
2. Interpret the commercial and regulatory environment of wild game meat harvesting	2.1 Explain the role of Department of Agriculture and relevant state and territory regulatory authorities 2.2 Explain the importance of the relevant approved arrangement, food safety plan or management plan 2.3 Explain relevant sections of AS 4464:2007 Hygienic Production of Wild Game Meat for Human Consumption 2.4 Explain the nature of prohibited areas/locations for harvesting 2.5 Describe auditing, review and micro-testing programs which affect the industry
3. Operate effectively as an individual in the wild game harvesting industry	3.1 Use appropriate communication skills and styles 3.2 Identify workplace health and safety hazards and take appropriate precautions 3.3 Manage time and delivery obligations 3.4 Describe personal hygiene requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMG300A Overview wild game meat industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPG300 Overview wild game meat industry

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

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.

Candidates must:

- identify the sequence of operations for wild game harvesting in Australia
- interpret the commercial and regulatory environment of wild game meat harvesting
- operate effectively as an individual in the wild game harvesting industry
- use appropriate communication styles
- read and interpret workplace related documentation
- maintain the professional image of the industry in the performance of duties

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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

Assessment Conditions

Competencies for this unit can be demonstrated either in the workplace or in a simulated environment.

A minimum of three different forms of assessment must be used.

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Assessors must satisfy the current standards for RTOs.

Links

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AMPG301 Operate a game harvesting vehicle

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate a game harvesting vehicle safely and hygienically.

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 wild game harvesting vehicle, the loading and unloading of carcases and the safe handling of cleaning chemicals and equipment.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare and maintain wild game harvesting	1.1 Clean wild game harvesting vehicle and check hygiene prior to harvesting operation

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Element	Performance criteria
vehicle and equipment	1.2 Check and replenish consumables, as required 1.3 Check and maintain equipment
2. Load, transport and deliver to field depot or wild game meat processing premises	2.1 Load carcases according to management plan and regulatory requirements 2.2 Load and transport carcases to avoid contamination 2.3 Plan delivery times to meet regulatory and company requirements
3. Unload field dressed wild game animal carcase	3.1 Unload carcases according to management plan and regulatory requirements 3.2 Unload carcases to minimise contamination 3.3 Plan and achieve delivery times at field depots or processing plants to meet regulatory and company requirements
4. Clean truck and equipment	4.1 Clean vehicle to meet regulatory requirements 4.2 Use cleaning chemicals that meet regulatory requirements in accordance with manufacturer instructions 4.3 Clean kit and hanging pins in accordance with the management plan 4.4 Store kit and hanging pins so as to avoid contamination

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMG301A Operate a game harvesting vehicle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPG301 Operate a game harvesting vehicle

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate a game harvesting vehicle safely and hygienically.

The candidate must:

- clean vehicle and equipment to a required standard
- maintain the vehicle
- operate the vehicle safely
- avoid contamination of carcases during loading and unloading
- hang carcases according to regulatory and corporate requirements
- plan transport to the field 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

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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 carcases
- causes of contamination during loading, transport and unloading
- methods for minimising contamination

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- time requirements for refrigeration after death and sunrise
- regulatory requirements for identification and traceability of carcases
- reporting and documentation requirements
- hygiene and sanitation during unloading
- personal hygiene Standard Operating Procedures (SOP)
- work instruction for carcase receival
- depot requirements for receival of carcases
- workplace health and safety hazards associated with handling carcases
- ways of minimising workplace health and safety hazards associated with handling carcases
- hygiene and sanitation requirements for game harvesting vehicles
- the purpose and uses of particular cleaning and sanitising chemicals
- importance of sanitising
- suitability of chemicals
- workplace health and safety hazards associated with cleaning chemicals
- storage requirements for kit and hanging pins

Assessment Conditions

This competency has to be demonstrated under actual work conditions while harvesting wild game animals.

The assessment must address the candidate's ability to maintain, operate, load and unload carcases during a wild game harvesting exercise.

As a minimum the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration (face to face or video)
- workplace referee or third-party (field depot or wild game processing premises) report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPG302 Eviscerate, inspect and tag wild game carcase in the field

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to partially or fully eviscerate a wild game animal carcase in the field.

This unit is applicable to field harvesters who are required to partially or fully eviscerate wild game animal carcases in the field prior to delivery of wild game carcases to a field depot or wild game processing premises. Tagging will be carried out according to company and regulatory requirements.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Eviscerate carcase	1.1 Perform post-harvesting inspection to identify any abnormality and disease 1.2 Eviscerate carcases hygienically to company and regulatory requirements 1.3 Consistently follow a set routine for evisceration 1.4 Identify abnormal conditions and conditions that exclude carcases 1.5 Maintain hygiene between carcases
2. Inspect carcase	2.1 Perform post-evisceration inspection for contamination 2.2 Identify diseases and conditions that exclude carcases 2.3 Comply with trimming requirements
3. Tag animal and complete documentation	3.1 Accurately complete tagging requirements, where applicable to the species and regulatory requirement 3.2 Identify property by name and/or property identification code (PIC) 3.3 Identify species for the purposes of completing tags

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMG302A Eviscerate, inspect and tag wild game carcase in the field.

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Assessment Requirements for AMPG302 Eviscerate, inspect and tag wild game carcase in the field

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must partially or fully eviscerate a game animal carcase in the field.

The candidate must:

- demonstrate competent evisceration of carcases without guidance or supervision
- recognise diseases and abnormal conditions
- eviscerate carcases hygienically and avoid contamination
- consistently follow a set routine for evisceration
- handle knives safely and hygienically
- identify species
- read and interpret required documentation
- apply numeracy skills relevant to completion of documentation
- develop practical solutions to workplace problems
- adapt to new situations
- manage time and priorities

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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

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- workplace health and safety hazards associated with the field during evisceration of wild game carcases
- corporate requirements for tagging procedures
- state wildlife/conservation authority requirements for tagging
- property/location identification protocols

Assessment Conditions

This competency must be demonstrated under actual work conditions while eviscerating, inspecting and tagging wild game carcase in the field.

As a minimum the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration (face to face or video)
- workplace referee or third-party (field depot or wild game processing premises) report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPG303 Receive and inspect wild game carcases from the field

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to receive and inspect wild game animal carcases directly from the harvester at a depot or wild game meat processing premises.

This unit applies to the receival and inspection of fresh field shot wild game animal carcases at field depots or straight to a wild game meat processing works. The receiver will have responsibility for the inspection of carcases and make a disposition on the carcases, including the rejection of carcases not suitable for processing. They will check that the tagging and time requirements are also met.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Receive wild game meat carcases at a field depot or wild game meat processing premises	1.1 Manage receival of carcases according to depot management plan 1.2 Inspect tags to ensure compliance with company and regulatory requirements 1.3 Check and store paperwork associated with carcases from each harvester's load received
2. Inspect wild game animal carcases	2.1 Inspect carcases for contamination and accept or reject according to company and regulatory requirements 2.2 Explain reasons for rejection of carcases to game harvester 2.3 Prepare relevant records of receipt of carcases
3. Weigh wild game animal carcases, where applicable	3.1 Prepare scales in accordance with company and regulatory requirements 3.2 Weigh carcases 3.3 Complete and store records in accordance with company and regulatory requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMG303A Receive and inspect wild game carcases from the field.

Links

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Assessment Requirements for AMPG303 Receive and inspect wild game carcases from the field

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must receive and inspect fresh field shot game carcases directly from the harvester at a depot or processing plant.

The candidate must:

- demonstrate competent receipt and inspection of carcases without guidance or supervision
- recognise diseases and abnormal conditions and make dispositions
- inspect carcases and make accurate dispositions
- identify:
  - faecal material
  - abnormal carcases
  - enlarged or discoloured kidneys
  - slimy or smelly meat surface
  - emaciated carcases
  - abnormal animals
  - fly strike
  - mould
  - unacceptable contamination by other foreign matter
  - inadequate dressing
  - evidence of animal welfare issues
- receive and record harvester's paperwork, where applicable
- check tags for compliance
- prepare records of carcase receival
- communicate issues relevant to work instructions and Standard Operating Procedures (SOPs) with game harvesters and processing companies
- weigh carcases (where appropriate)
- read and interpret workplace related documentation
- apply numeracy skills to workplace requirements

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- 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

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- causes of contamination at receival
- hygiene and workplace health and safety risks associated with carcase receival
- relevant sections of AS 4464:2007 Australian Standard for Hygienic Production of Wild Game Meat for Human Consumption
- identification and traceability requirements
- eligible carcases
- tag requirements
- Shire requirements
- areas prohibited to field harvesters
- lighting lux requirements to ensure adequate inspection at night
- workplace health and safety hazards specific to receival

Assessment Conditions

This competency has to be demonstrated either at field depots or at wild game processing premises receiving wild game animal carcases straight from the field.

As a minimum the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration (face to face or video)
- workplace referee or third-party (field depot or wild game processing premises) report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPG304 Receive and inspect wild game carcases at a processing plant

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the competencies required to make a disposition on wild game animal carcases as they are received at a wild game processing premises.

This unit is applicable to an operator who performs pre-dressing inspection of wild game animal carcases at wild game processing premises.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Perform pre-dressing inspection of wild game animal carcases	1.1 Follow relevant work instructions and Standard Operating Procedures (SOPs) 1.2 Inspect tags of all carcases for compliance 1.3 Inspect tags of all carcases for determination of eligibility 1.4 Identify all types of contamination, diseases and abnormalities relevant to making a disposition 1.5 Make disposition according to the relevant work instruction 1.6 Retain carcases, where required 1.7 Communicate and record inspection results
2. Test and record the temperature of wild game animal carcases (where applicable to the work instruction)	2.1 Implement work instruction for taking carcase temperature 2.2 Make disposition according to work instruction for testing carcase temperature 2.3 Implement sampling procedures for temperature testing 2.4 Manually test carcase temperature 2.5 Retain sample carcases for micro-testing, where applicable
3. Weigh carcases (where part of work instruction or employee's duties)	3.1 Follow relevant work instruction and SOPs for weighing carcases on receival 3.2 Prepare and tare scales 3.3 Weigh carcases 3.4 Report under weights
4. Maintain records (where part of work instruction or employee's duties)	4.1 Retrieve and store temperature data logging records for field depots and wild game animal carcase transport vehicles 4.2 Record and store receival records 4.3 Prepare reports according to workplace and regulatory requirements 4.4 Communicate issues associated with record keeping to appropriate personnel

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMG304A Receive and inspect wild game carcases at a processing plant.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPG304 Receive and inspect wild game carcases at a processing plant

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must make a disposition on wild game animal carcases as they are received at a game processing plant.

The candidate must:

- demonstrate competent pre-dressing inspection of carcases following presentation without guidance or supervision
- recognise diseases and abnormal conditions and make dispositions
- assess harvester tags for completeness, eligibility and accuracy
- assess temperature of carcases (where required)
- identify:
  - faecal material
  - ingesta
  - enlarged or discoloured kidneys
  - indication of any decomposition process
  - emaciated carcases
  - abnormal animals
  - fly strike
  - mould
  - unacceptable contamination by other foreign matter
  - faulty dressing
  - evidence of animal welfare issues
- 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 relevant to work instructions
- share information

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- 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

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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)
- state wildlife/conservation authority requirements
- company Food Safety Approved Program requirements
- workplace health and safety hazards associated with unloading
- lighting requirements
- temperature requirements
- sampling and temperature check procedures and reporting requirements
- micro testing arrangements
- rejection and disposal processes
- carcase retain procedures
- calibration requirements
- processes for scales preparation and carcase 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

Assessment Conditions

This competency has to be demonstrated under actual work conditions at a wild game processing premises receiving wild game animal carcases either from field depots or direct from the field.

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As a minimum the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPG305 Store wild game carcases

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the knowledge of the initial chill and storage requirements as well as the skills required to move wild game animal carcases safely and hygienically into and out of field depots.

This unit is applicable to workers in, and managers of field depots.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Store wild game	1.1 Use rails according to workplace requirements to transfer wild

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Element	Performance criteria
animal carcase	game animal carcase into the chiller according to workplace and health and safety requirements 1.2 Identify and store carcase meat product in appropriate area according to workplace requirements 1.3 Chill and store carcase meat product at correct temperature according to workplace and regulatory requirements 1.4 Space carcases to achieve chilling and storage temperature requirements
2. Perform basic refrigeration maintenance	2.1 Perform basic troubleshooting on refrigeration units 2.2 Assess chiller operation and condition 2.3 Monitor gas levels and defrost cycles 2.4 Perform manual defrost
3. Monitor wild game animal carcase temperature	3.1 Monitor deep muscle time/temperature and record according to workplace requirements 3.2 Undertake data logger monitoring according to regulatory and company requirements 3.3 Calibrate thermometers according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This is equivalent to MTMG305A Store wild game carcases.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPG305 Store wild game carcases

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must move carcases safely and hygienically into and out of wild game carcases depots.

The candidate must:

- move and store wild game animal carcase according to workplace, health and safety, hygiene and sanitation, Quality Assurance (QA) and regulatory requirements
- perform basic refrigeration maintenance
- measure and record temperature if part of workplace requirements
- explain workplace requirements related to storing carcase product

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- handling procedures for carcase product
- hygiene and sanitation requirements related to storing carcase product
- methods of product transfer
- workplace health and safety requirements to reduce potential risks
- potential workplace health and safety risks related to storing carcase product, transferring carcases 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

Assessment Conditions

Assessment must be conducted in an accredited field depot environment.

Competency must be demonstrated under normal operating conditions.

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As a minimum the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration (face to face or video)
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPG306 Use firearms to harvest wild game

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to harvest animals humanely and defines the standard required to:

- 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

This unit is applicable to training field harvesters who are harvesting wild game.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

Individuals undertaking this unit must hold a current firearms/shooters licence and the relevant State permits to harvest wild game.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Plan harvesting of wild game animals	1.1 Confirm anatomy and physical features of target animal, including location of vulnerable organs of target animal 1.2 Identify location of habitats, habits and range of movements of target animal 1.3 Determine timing of the harvest based on the activity patterns of the target animal 1.4 Identify hazards associated with the harvest in accordance with workplace health and safety standards 1.5 Identify environmental and public safety risks associated with the harvest are identified
2. Prepare for the harvesting operations	2.1 Determine location and boundaries for the harvest in accordance with the animal management plan 2.2 Check time and duration of the harvest and notify relevant personnel, where applicable 2.3 Take precautions to minimise hazards associated with the harvest in accordance with workplace health and safety standards 2.4 Take precautions to minimise environmental risks associated with the harvest 2.5 Confirm firearm licences, harvesting permits or exemptions as current in accordance with statutory requirements 2.6 Select firearm and ammunition types to comply with those recommended for the target animal in accordance with regulatory requirements and animal ethics guidelines 2.7 Zero and test-fire firearm in accordance with industry practice 2.8 Stow firearm unloaded and in safety mode for transport
3. Harvest animals	3.1 Use Personal Protective Equipment (PPE) in accordance with workplace health and safety standards and statutory requirements 3.2 Carry firearm safely with muzzle pointing in safe direction at all times in accordance with statutory requirements and industry practice 3.3 Load, discharge and unload firearm safely in accordance with regulatory requirements 3.4 Inspect target animal pre-harvest for suitability

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Element	Performance criteria
	3.5 Aim firearm at vulnerable sites on the animal according to target species 3.6 Kill each target animal using a minimum of shots 3.7 Check each target animal to ensure it is dead prior to selecting the next target animal 3.8 Cleanly destroy target animals that have not been killed in a humane manner in accordance with animal welfare regulations and statutory requirements 3.9 Bleed carcases in accordance with industry practice
4. Clean and store equipment and material	4.1 Maintain and store firearms in accordance with manufacturer instructions and statutory requirements 4.2 Store ammunition in accordance with statutory requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMG306A Use firearms to harvest wild game.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPG306 Use firearms to harvest wild game

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must harvest wild game animals humanely.

The candidate must:

- 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
- identify hazards and implement safe operating procedures
- maintain and store weapons
- handle weapons
- assess viability of shot
- use weapons to harvest accurately
- minimise animal trauma

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- workplace health and safety, environment, public risk and animal welfare legislative and enterprise 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

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Assessment Conditions

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.

The harvesting of animals can be assessed in the field culling game or utilising a realistic simulation in the field.

A minimum of three different forms of assessment must be used.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPMGT501 Design and manage the food safety system

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to design and manage food safety programs for meat industry enterprises including meat and poultry processing, smallgoods, retail and food services operations. The unit also describes the skills and knowledge for working with customers and consumers on food safety issues.

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.

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 affect the viability of meat processing enterprises.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They analyse information and exercise judgement to complete a range of advanced, skilled activities.

All work in this area must be conducted in the context of Australian meat industry standards and regulations.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish enterprise meat or food safety system requirements	1.1 Determine the goals, scope and requirements of the food safety system, in accordance with customer, enterprise and regulatory requirements 1.2 Evaluate alternative food safety systems against enterprise requirements, and identify the preferred system 1.3 Plan the development of the food safety system using team and consultative approaches 1.4 Identify and obtain resource requirements, including staff training requirements, for effective systems operation and maintenance
2. Develop food safety systems	2.1 Identify food safety responsibilities, obligations and roles, and clearly explain them to stakeholders 2.2 Identify and describe processes covered by the food safety system 2.3 Identify food safety hazards for all processes within the scope of the food safety system 2.4 Identify, develop and validate hazard control measures 2.5 Develop procedures for preventative action
3. Establish monitoring procedures and corrective actions	3.1 Develop monitoring procedures and use monitoring information to inform corrective actions 3.2 Develop and implement corrective actions for effective hazard control 3.3 Develop, maintain and secure recording and documentation procedures 3.4 Develop, resource and implement strategies to support routine and consistent application of food safety systems in the workplace
4. Evaluate food safety system	4.1 Establish audit procedures and monitor audits 4.2 Establish verification procedures and schedules, and use verification information when reviewing the food safety system 4.3 Review and update the food safety system to reflect changes to Australian Standards, technical information (including verification data) and process information according to established procedures 4.4 Prepare food safety systems for external review and approval by relevant authorities 4.5 Use relevant information to measure performance against policies and goals
5. Communicate food	5.1 Conduct interactions with the public, regulatory authorities and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
safety outcomes	agencies in a positive, cooperative and open manner 5.2 Promptly report significant food safety incidents and non-compliance to relevant authorities 5.3 Gather and analyse customer and consumer feedback, and include findings in the review of the food safety system 5.4 Document food safety system outcomes to promote public confidence in enterprise products and services

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPMGT501 Design and manage the food safety system Release 2	AMPMGT501 Design and manage the food safety system Release 1	Poultry added to application, word added to PC 5.2, minor wording changes to assessment requirements, assessment conditions updated	Equivalent

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPMGT501 Design and manage the food safety system

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has designed and managed the food safety system on at least one occasion, including:

- analysed performance information to determine progress and areas for review or improvement
- consulted 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
- determined measures for correcting processes, outcomes outside acceptable limits, including relevant procedures, when to implement corrective action, who is responsible for taking corrective action and information necessary to record
- developed and validated control measures using objective data, industry guidelines and codes of practice
- developed performance standards and criteria for the food safety system
- developed strategies to support the workforce in implementing the food safety system
- established internal audit processes and schedules, including how the audit team was developed and who should lead the team
- established procedures to monitor, review and secure record-keeping systems consistent with regulatory requirements
- established verification procedures and schedules, and identified action required if the outcomes of verification indicate that the program requirements have not been met or that the original program was inadequate
- established, monitored and continuously improved food safety support systems consistent with regulatory requirements

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- evaluated alternative food and/or meat safety systems for suitability for enterprise goals and directions, enterprise operations, enterprise product, cost and customer and regulatory requirements
- identified and applied relevant workplace health and safety, regulatory and workplace requirements
- identified monitoring requirements and developed monitoring procedures for food safety hazards identified in the enterprise
- identified workforce training needs, negotiated and scheduled training to support system requirements and operation
- liaised with suppliers to establish and monitor enterprise food safety and quality requirements for products and processes
- maintained currency of knowledge through independent research or professional development
- monitored public health requirements and concerns, and prepared reports for the enterprise, public health authorities, customers and consumers on progress and outcomes of the food safety system
- monitored the implementation of preventative action measures, controls and actions to correct non-compliance or non-conformance
- prepared accurate reports for senior management detailing compliance breaches/incidents, actions and outcomes and the implications for the enterprise
- prepared action plans for the development and review of the food safety system, including timelines and establishing, leading and supporting the Hazard Analysis and Critical Control Points (HACCP) team
- prepared and presented food safety system information, procedures, documentation and reports in languages, formats and styles appropriate for the audience and purpose
- prepared communication strategies to inform internal and external stakeholders of progress and outcomes of the food safety system
- prepared 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
- provided feedback to the workforce or team on food safety performance
- used appropriate communication skills and strategies for informing and confirming the roles, responsibilities and obligations of all participants in the operation of the enterprise
- used available technology and data management systems to gather, record, manipulate, interpret and report food safety data and information.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- validation and verification (including audit) purposes and processes
- product and process 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

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- HACCP principles and techniques and, where appropriate to the enterprise, Good Manufacturing Practice (GMP)
- the enterprise's ethical standards and the implications for the food safety system
- the 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 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.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a meat industry workplace or an environment that accurately represents workplace conditions
- specifications:
  - access to workplace documents such as policies, procedures, processes, forms.

A minimum of three different forms of assessment must be used

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPMGT502 Manage new product or process development

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Application

This unit describes 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 businesses with a competitive edge and lead to discovery of new markets.

This unit applies to senior staff in meat industry enterprises who have responsibility for research, development, evaluation and implementation of new products or processes.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They analyse information and exercise judgement to complete a range of advanced skilled activities.

All work in this area must be conducted in the context of Australian meat industry standards and regulations.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify potential for new product or process development	1.1 Analyse internal and external environments, including legislative frameworks, industry directions, enterprise goals and consumer trends, to identify emerging opportunities 1.2 Describe enterprise goals for the development of new product or process 1.3 Identify and evaluate potential products or processes consistent with the goals and directions of the enterprise 1.4 Obtain enterprise estimates and forecasts of required production levels, costs, sales and required rate of return 1.5 Identify regulatory requirements for the development and sale of new product or process
2. Develop and test product or process	2.1 Prepare schedules and plans for the development and trial of new product or process 2.2 Identify sources of technical expertise and information 2.3 Research and refine product or process concept 2.4 Develop prototype and evaluate it for impact on meat quality and food safety 2.5 Refine and confirm specifications for new product or process
3. Evaluate feasibility of product or process for the enterprise	3.1 Prepare samples of new products 3.2 Coordinate, monitor and evaluate trials and tests of product or processes for commercial operation 3.3 Gather and analyse customer and consumer feedback 3.4 Assess enterprise capacity to support new product or process, and identify system strengths and weaknesses 3.5 Prepare resource analyses and proposals for the introduction of new product or process 3.6 Cost new product or process for commercial implementation and evaluate it against enterprise forecasts of production, costs, sales and rate of return 3.7 Conduct risk assessment 3.8 Prepare and present recommendations, including risk management strategies
4. Scale up operations for commercial	4.1 Obtain and schedule resources for commercial operation

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
implementation	4.2 Prepare action plans for the scale up to commercial operations in consultation with enterprise personnel 4.3 Prepare and implement communication and consultation strategies to inform stakeholders of progress and gain their commitment to the process 4.4 Identify food safety requirements of new product or process, and include them in food safety system and plans 4.5 Develop and implement monitoring and control systems 4.6 Prepare contingency plans 4.7 Train personnel in new product or process, systems and procedures 4.8 Commission product or process with minimum disruption to other operations
5. Evaluate market impact of new product or process	5.1 Prepare product information and samples for marketing and promotion 5.2 Determine targets for new product or process in consultation with relevant personnel, in accordance with enterprise goals and operations 5.3 Measure product or process performance against targets 5.4 Analyse causes for not achieving targets, and prepare recommendations for improvement 5.5 Gather and analyse customer or consumer feedback, and include results in recommendations for improvement

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret complex texts such as standards and legislation to ensure developments comply with requirements
Numeracy	• Interpret financial data, including product or process budget and production costs • Interpret industry data such as sales figures and forecasts

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPMGT502 Manage new product or process development Release 2	AMPMGT502 Manage new product or process development Release 1	Foundation skills table updated, minor rewording in assessment requirements	Equivalent

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPMGT502 Manage new product or process development

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has managed the development of a new product or process on at least one occasion, including:

- analysed product or process performance against enterprise targets, including identifying company goals, setting targets and collecting and analysing performance data, including customer feedback
- worked effectively as an individual and as a team member
- described and complied with the legal, ethical and regulatory requirements relating to the development, testing and trialling, packaging, labelling and distribution of meat and meat products
- developed commitment and capacity of personnel, including identification of training requirements and provision of training; consultation with personnel when planning and resolving problems; teamwork; and the use of effective communication strategies with all stakeholders
- developed concept proposals based on detailed technical and product knowledge and an evaluation of alternative products or processes
- identified and applied relevant workplace health and safety, regulatory and workplace requirements
- outlined sampling, testing and evaluation procedures, and assessed their appropriateness to the development of new product or process
- planned and implemented 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

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- prepared product descriptions for a range of audiences (including regulatory authorities, importing countries, enterprise marketing and/or sales personnel, customers and consumers)
- prepared product or process development strategy
- prepared resource proposals based on the calculation and estimation of costs, sales, payback periods and potential rates of return
- presented reports according to legal and enterprise requirements
- researched and described current technical and product information relating to potential new product or process (including processing and manufacturing techniques, functional ingredients, additives and consumer and industry trends)
- utilised a range of communication and information technologies for the development, testing, monitoring and analysis of new product or process.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the impact of pre-slaughter and post-slaughter factors and the major physical, chemical, biochemical and microbiological characteristics and changes that affect the quality of meat and meat products
- nutritional qualities of meat and meat products
- risk assessment processes.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a meat industry workplace or an environment that accurately represents workplace conditions
- specifications:
  - access to workplace documents such as policies, procedures, processes, forms.

A minimum of three different forms of assessment must be used.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPMGT505 Manage maintenance systems

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to develop maintenance strategies that cause minimal disruption to meat enterprise operations and are cost-efficient. An enterprise's maintenance system influences the cost and quality of products and the safety of the workforce and environment.

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 establishing and reviewing systems for their site or department. They may be assisted by 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, including meat and poultry processing enterprises, feedlot, and smallgoods operations and wholesale meat preparation enterprises.

This unit must be delivered in the context of Australian meat industry standards and regulations.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare maintenance policies	1.1 Identify and quantify maintenance costs, including the cost of poor maintenance procedures 1.2 Negotiate and confirm management commitment to a productive maintenance strategy 1.3 Benchmark enterprise performance against agreed standards, and develop maintenance policies and priorities 1.4 Develop maintenance system goals through negotiation with stakeholders 1.5 Establish communication strategies to build positive workforce attitude and commitment to maintenance
2. Implement maintenance management system	2.1 Identify and secure resource requirements and include them in enterprise budgets and operational plans 2.2 Determine location of the maintenance function and/or team within enterprise structures 2.3 Determine profile of the maintenance function and/or team within enterprise structures 2.4 Clarify roles and responsibilities of equipment users and the maintenance team and include them in position descriptions and work instructions 2.5 Provide mentoring and training in the use and care of technology and equipment to support the maintenance strategy 2.6 Prepare maintenance procedures and schedules to minimise negative impacts on production, costs, waste and the environment 2.7 Develop and maintain record-keeping systems 2.8 Analyse potential risks and recommend management strategies 2.9 Prepare contingency plans in collaboration with the workforce, suppliers and customers 2.10 Communicate maintenance schedules and procedures to the team
3. Monitor and review maintenance management system	3.1 Develop continuous improvement strategies 3.2 Determine performance criteria for maintenance goals, and establish data collection strategies 3.3 Analyse performance information and outcomes, and report implications to stakeholders

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPMGT505 Manage maintenance systems Release 2	AMPMGT505 Manage maintenance systems Release 1	Minor wording and formatting changes, application updated to include poultry, smallgoods, feedlots and wholesalers, assessment conditions updated	Equivalent

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPMGT505 Manage maintenance systems

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on at least one occasion:

- consulted with key personnel, people on the floor, delegates, suppliers, contractors and equipment manufacturers to determine appropriate maintenance strategies, procedures and schedules
- developed maintenance policies and strategies, including establishment of criteria for determining maintenance priorities and planning and scheduling routine equipment and overhead maintenance to meet quality system requirements
- established and monitored performance targets for maintenance teams within performance planning and appraisal processes
- developed 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
- developed secure record-keeping procedures to document maintenance costs, problems, priorities, solutions, schedules and completions
- evaluated and recommended 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
- determined and recommended the need for capital expenditure to replace plant and equipment
- identified and applied relevant workplace health and safety, environmental, regulatory and workplace requirements
- managed maintenance costs, including determining total maintenance costs based on maintenance service cost and machine breakdown cost, setting, justifying, and achieving maintenance budgets

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- monitored 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
- prepared and implemented contingency plans for dealing with risks, including equipment breakdowns and failures, and negotiation with production personnel
- presented reports according to legal and enterprise requirements
- reviewed maintenance strategies and goals within the enterprise, continuous improvement and planning processes.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes 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 (including food safety and food standards) and industrial agreements, and 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.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a meat industry workplace or an environment that accurately represents workplace conditions.

Assessment for this unit must 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.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPMGT506 Manage utilities and energy

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to identify enterprise utilities and energy requirements, manage their use and control waste and costs.

Utilities and energy are a significant cost component in the production of meat and meat products. Their efficient use affects costs, profits and the quality of the product.

This unit is particularly applicable to maintenance, engineering, production, environment and finance personnel working 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 establishing and reviewing systems for their site or department. They may be assisted by external experts to develop plans and strategies.

This unit must be delivered in the context of Australian meat industry standards and regulations.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify enterprise utility and energy requirements and costs	1.1 Identify utility and energy requirements for all areas and operations of the enterprise in accordance with workplace, customer and regulatory requirements 1.2 Measure current utility and energy costs, and identify impact on profitability 1.3 Determine enterprise's future utility or energy requirements in accordance with enterprise goals and directions 1.4 Include utility and energy requirements and costs in all forward planning
2. Monitor and control enterprise utility and energy use	2.1 Establish performance standards and indicators using agreed benchmarks and best practice methods 2.2 Develop team commitment to utility or energy management using consultative approaches 2.3 Develop systems for the accurate monitoring of utility and energy use and costs 2.4 Audit enterprise operations to assess use, misuse and waste of utilities and energy 2.5 Monitor enterprise performance and adjust or correct systems and operations 2.6 Prepare contingency plans for failure of utility or energy supply and service 2.7 Update workplace safety systems and procedures to include requirements for safe use of utilities or energy
3. Review performance and utility or energy costs	3.1 Identify, evaluate and recommend strategies and procedures for wastage minimisation and more efficient use of utilities and energy 3.2 Assess alternative utility or energy sources and services for availability, suitability, contribution to sustainability, efficiency of operations and effectiveness of costs 3.3 Recommend appropriate utility or energy services, and negotiate utility or energy supply conditions and charges 3.4 Monitor and measure enterprise utility and energy performance 3.5 Analyse and report performance information, including team feedback, to stakeholders 3.6 Prepare and implement recommendations for further improvements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Communicate complex concepts and information related to utility and energy management using clear language and industry terminology relevant to stakeholder
Numeracy	• Interpret and compare financial information about energy costs • Measure energy usage

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPMGT506 Manage utilities and energy Release 2	AMPMGT506 Manage utilities and energy Release 1	Foundation Skills table updated, minor changes to assessment requirements	Equivalent

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPMGT506 Manage utilities and energy

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on at least one occasion:

- analysed utility or energy tariffs and charges, and options available to the enterprise
- calculated and analysed enterprise utility or energy costs and their impact on production costs
- consulted with personnel across the enterprise to identify and resolve utility or energy waste problems
- determined current and future utility or energy requirements for enterprise operations, including analysing company goals, conducting utility or energy audits to identify consumption inefficiencies, and measuring consumption and cost, including waste, against agreed benchmarks
- developed performance measures and indicators for utility or energy consumption and costs, based on benchmarks and enterprise goals
- developed 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 (including lighting)
- evaluated, costed and recommended alternative plant, equipment, procedures and utility or energy sources to improve efficiency, including researching sources, reviewing enterprise procedures, evaluating suitable alternatives and calculating initial and maintenance costs and payback periods
- identified and applied relevant workplace health and safety requirements
- included safety requirements for use of utility or energy in workplace health and safety systems and procedures

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- interpreted and reviewed performance information, and recommended strategies for improvement
- prepared contingency plans relating to utility or energy supply failures or incidents, including emergency and safety procedures, alternative supply sources and communication strategies
- prepared strategies to spread utility or energy use to avoid supplier peak demand or cost periods
- prepared reports, resource proposals and recommendations in styles, formats and language appropriate for relevant audiences
- presented reports according to legal and enterprise requirements
- recommended utility or energy suppliers and negotiated supply and costs
- researched best practice models in utility or energy assessment, planning, use and sustainability, and assessed their applicability for the enterprise
- used information and communications technology, including budget and cost modelling software.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes 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
- principles of demand control, including co-generation or outage, peak load shedding and shifting to minimise costs
- use of steam generation process as an energy source for 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
- enterprise-appropriate procedures and systems for measuring utility and energy use and waste
- utility or energy supply status and sources available to the enterprise.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a meat industry workplace or an environment that accurately represents workplace conditions
- specifications:
  - access to workplace documents such as policies, procedures, processes, forms.

A minimum of three different forms of assessment must be used.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPMGT507 Manage and improve meat industry plant operations

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to plan and monitor an enterprise's operations, from receipt of stock and materials through to processing and manufacturing options, transport, distribution and storage, and customer delivery. It also describes the skills and knowledge required to ensure operations are managed in a cost-efficient and effective way.

This unit is applicable to operations managers, or production managers, with establishment or department level responsibility for operations within a meat industry context. It provides all production personnel with an integrated approach to operations management.

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 establishing and reviewing systems for their site or department. They may work with the assistance of external experts to develop plans and strategies.

This unit must be delivered using Australian meat industry standards and regulations.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

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Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess operational requirements	1.1 Analyse enterprise directions, goals and forecasts to establish the parameters of enterprise operations 1.2 Gather and analyse industry, market and enterprise information to determine short-term and medium-term implications for enterprise operations 1.3 Prepare operational budgets and strategies to achieve forecasts and to obtain resource requirements 1.4 Determine operational productivity and performance measures to meet enterprise goals
2. Plan operations for optimum efficiency and effectiveness	2.1 Review work organisation and performance patterns for safety, efficiency and maximisation of team contribution and satisfaction 2.2 Develop systems and technologies to facilitate cost-efficient and effective operations and to meet production, quality, waste, environmental and safety targets 2.3 Review product/process flows for optimum performance 2.4 Establish systems monitoring and control procedures to maximise performance 2.5 Prepare contingency plans 2.6 Identify operational assets, and recommend asset management strategies 2.7 Prepare action plans to implement change
3. Manage operations	3.1 Identify operational requirements for inputs, personnel, equipment and transport 3.2 Prepare plans and schedules to meet customer requirements 3.3 Implement systems to control costs, energy consumption, waste, environmental impact, and food safety and quality 3.4 Plan and review work organisation strategies in consultation with the workforce 3.5 Identify and evaluate opportunities to maximise yield and gain commercial value from total production 3.6 Monitor and adjust operations, in accordance with operational

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	plans and budgets 3.7 Use consultation and collaboration strategies to identify and resolve problems promptly, efficiently and effectively
4. Evaluate performance	4.1 Collect and analyse data to determine achievement of operational performance targets 4.2 Convey performance information and implications to stakeholders 4.3 Include recommendations and outcomes in the review of enterprise business plans, directions and goals 4.4 Review systems and procedures to facilitate the achievement of enterprise plans and goals

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret industry information relevant to organisational performance
Writing	• Develop complex written documents such as plans, schedules and reports
Numeracy	• Analyse performance in relation to cost, waste, production level and yield

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPMGT507 Manage and improve meat industry plant operations	AMPMGT507 Manage and improve meat industry plant operations	Foundation skills table updated, minor wording changes, and assessment conditions updated	Equivalent

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Release 2	Release 1		

Links

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Assessment Requirements for AMPMGT507 Manage and improve meat industry plant operations

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on at least one occasion:

- analysed enterprise forecasts for orders, livestock and raw material availability and prices, and determined the operational requirements to achieve enterprise goals
- analysed performance data to determine achievement of targets
- analysed the implications of blockages or stoppages (including breakdowns, no stock or materials, and staff shortages) at particular points in the process flow, including upstream and downstream effects and costs
- outlined enterprise directions, goals and ethical standards, and analysed the implications for enterprise operations
- assessed current operational capability to achieve enterprise goals, including analysis of current technology, configurations, mixes of personnel and process, and review of procedures to identify gaps or shortfalls
- applied methods and theories of workplace or work team organisation and job design and review to enterprise operations
- applied scheduling techniques and principles to enterprise operations
- consulted, collaborated and negotiated with personnel from all levels and areas of the plant
- maintained currency of knowledge through independent research and/or professional development
- developed action plans to implement changes to improve performance
- evaluated and recommended 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

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- evaluated the costs, benefits, consequences and implications of adopting alternative risk management strategies, and made recommendations to senior management
- identified and applied relevant workplace health and safety and workplace requirements
- managed operations for area of responsibility, including developing operational strategies and schedules in response to short-term, medium-term and long-term enterprise plans; obtaining and scheduling required resources, including raw materials, personnel, equipment, refrigeration, storage and transport; and monitoring product or process flow
- maximised 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, and control of waste and energy consumption
- monitored 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
- prepared and monitored operational budgets, including identification of operational cost components, calculation of resource requirements, calculation of cost per unit of finished product, monitoring of costs, adjusting budget variations and including budget requirements and projections in enterprise financial planning
- prepared contingency plans to minimise disruption to production
- researched and evaluated available technologies and systems for suitability in accordance with enterprise directions, plans and products
- used detailed product knowledge to describe processing or production requirements necessary for maintenance of quality of enterprise products (including handling, processing methods, equipment, and storage for different species and breeds)
- used available information and communications technology, including productivity analysis and scheduling software.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- enterprise operational scope
- enterprise budget planning and management processes and cycles
- where to source regulatory requirements affecting enterprise operations, and how this information is used to guide own work
- impact of operational changes on personnel, and the need to develop strategies minimising negative effects on individual, team and enterprise operations
- factors that affect the productivity of the enterprise, including workforce costs, capital investment, materials, waste and overheads.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

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- physical conditions:
  - skills must be demonstrated in a meat industry enterprise or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - access to technology and software to analyse workplace information and prepare schedules
- specifications:
  - access to workplace documents such as policies, procedures, processes, forms
  - access to specific legislation/codes of practice relevant to plant operations.

Methods of assessment must include:

- a third-party referee report of sustained performance at appropriate level of authority and responsibility
- assignment focusing on understanding and applying principles and theory to workplace operations
- workplace projects with focus on company environment and conditions.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPMGT508 Manage environmental impacts of meat processing operations

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Application

This unit describes 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, which has invested considerably 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.

This unit is applicable to managers with responsibility for environmental matters, and to enterprise engineers, production managers, feedlot managers, chiller managers and quality managers working in a meat industry context.

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 establishing and reviewing systems for their site or department. They may be assisted by external experts to develop plans and strategies.

This unit must be delivered using Australian meat industry standards and regulations.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

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Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine environment management strategy requirements	1.1 Ascertain enterprise's ethical, community and legal obligations relating to environmental management 1.2 Examine enterprise operations to identify potential environmental impacts 1.3 Analyse competitive and economic advantages and disadvantages of environmental management strategies
2. Develop enterprise commitment to environmental management	2.1 Obtain management commitment and formulate enterprise environmental management policy 2.2 Include agreed-upon environmental management strategies in enterprise planning, operating systems and review processes 2.3 Develop consultative processes to resolve environmental issues and problems 2.4 Incorporate environmental management roles and responsibilities into job functions, position descriptions and Standard Operating Procedures (SOPs) 2.5 Develop and implement communication and training strategies to inform and support stakeholder commitment
3. Prepare environmental management strategy	3.1 Identify enterprise requirements for expert assistance and advice 3.2 Identify and evaluate environmental risks 3.3 Determine requirements of environmental management systems 3.4 Evaluate alternative environmental management strategies and systems for efficiency, effectiveness and sustainability, in accordance with enterprise requirements and regulatory compliance 3.5 Identify opportunities to minimise environmental impact and maximise commercial value of waste or waste treatment by-products 3.6 Calculate resource requirements and include them in enterprise planning processes 3.7 Develop performance criteria for environmental management
4. Implement and monitor environmental management strategies	4.1 Negotiate licences, permits, schedules and agreements to address regulatory requirements

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
and systems	4.2 Communicate environment and waste management policies and responsibilities to stakeholders 4.3 Select, develop, implement and integrate environmental and waste management systems into operational systems 4.4 Develop monitoring, reporting and validation procedures 4.5 Prepare corrective action strategies and contingency plans 4.6 Establish verification procedures 4.7 Investigate causes of non-compliance, and develop control measures 4.8 Review systems to reflect changes in technology, regulations and operational performance
5. Review environmental management policies, strategies and systems	5.1 Establish continuous review and improvement processes, including consultation with stakeholders 5.2 Assess and analyse performance information against specified criteria and standards to identify areas for improvement 5.3 Analyse and include conclusions and recommendations in enterprise planning and improvement processes
6. Manage community relations	6.1 Prepare environmental impact statements to address community, environmental and public health concerns and regulatory requirements 6.2 Conduct interactions with environmental authorities and agencies openly, positively and ethically 6.3 Identify and utilise opportunities to promote the enterprise as a good corporate citizen in relation to environmental management 6.4 Maintain, analyse and report to stakeholders details of enterprise measurement and logging of environmental impacts 6.5 Deal with community complaints promptly, openly and courteously

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPMGT508 Manage environmental impacts of meat processing operations Release 2	AMPMGT508 Manage environmental impacts of meat processing operations Release 1	Feedlots included in application, minor wording changes, assessment conditions updated	Equivalent

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPMGT508 Manage environmental impacts of meat processing operations

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on at least one occasion:

- analysed and interpreted current regulatory requirements for environmental management (including local, state, national and international), such as environmental tolerance levels, and their implications for enterprise operations
- assessed viability of gaining commercial value from waste, including the determination of commercial quantities, costs, returns and payback periods
- communicated effectively with internal and external personnel with diverse roles and cultures
- complied 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
- consulted with internal/external stakeholders and independent agencies to prepare contingency plans and emergency response procedures for environmental incidents
- developed 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
- developed procedures for responding to community complaints and concerns
- evaluated and recommended environmental management systems to meet enterprise needs, including identification and audit of enterprise creation of waste and environmental impacts, and evaluation of control and treatment systems, comparative costs, savings and minimisation of environmental impacts

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- identified and applied relevant workplace health and safety, regulatory and workplace requirements
- implemented 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; and development of control measures to prevent recurrence of environmental incidents, hazardous events and non-conformances
- monitored 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; benchmarking; and assessment of performance against standards and recommendations for improvement
- prepared and updated enterprise environmental impact statements and management plans
- prepared information about enterprise's environmental management strategy and progress for public release, in accordance with enterprise ethical standards and regulatory requirements
- prepared reports and recommendations for senior management, using complex language analysis and appropriate presentation styles
- presented reports according to legal and enterprise requirements
- used effective communication, negotiation and problem-solving skills in interactions with all stakeholders, including environmental authorities, agencies and community representatives
- used information and communications technology for research and data collection, analysis and reporting.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- potential costs of prevention, assessment and control of environmental impact
- customer and consumer, including importing country, requirements for effective environmental management, and 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 and their jurisdictions, powers and implications for enterprise operations.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a meat industry enterprise or an environment that accurately represents workplace conditions
- resources, equipment and materials:

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  - access to appropriate technology for research and data collection, analysis and reporting
- specifications:
  - access to workplace documents such as policies, procedures, processes, forms
  - access to specific legislation/codes of practice relevant to enterprise operations.

Methods of assessment must include:

- a third-party referee report of sustained performance at appropriate level of authority and responsibility
- assignment focusing on understanding and applying of principles and theory to workplace operations
- workplace projects with focus on company environment and conditions.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPMGT509 Manage, maintain and continuously improve workplace health and safety plans and systems

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to prepare and manage workplace health and safety (WHS) plans and systems. It includes the development of a positive culture and the development of systems, procedures and controls. Improved workplace health and safety is a meat industry priority.

Effective WHS management produces a safe environment and reduces the financial liabilities of the enterprise.

This unit is applicable to managers within a meat industry context. They may have responsibilities for general WHS, or WHS practices within production, human resources or other areas.

At this level, individuals exercise considerable responsibility and accountability and are required to make primary contributions to enterprise values, goals and operations. They will typically have responsibility for establishing and reviewing systems for their site or department and may be assisted by external experts to develop plans and systems.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Scope the WHS program	1.1 Identify and interpret relevant legal requirements and obligations for WHS 1.2 Determine scope of enterprise operations in relation to WHS systems, including establishing requirements for managing hazardous events 1.3 Document current enterprise systems and measure performance against internal and external benchmarks
2. Develop WHS policies and plans	2.1 Develop policies documenting and defining the commitment of the Chief Executive Officer (CEO) and enterprise to WHS 2.2 Set short, medium and long-term enterprise goals and targets for WHS performance 2.3 Identify and commit to resource requirements for operating the system 2.4 Prepare implementation plan detailing resources and strategies 2.5 Prepare and implement communication strategy for informing stakeholders of policies, obligations and responsibilities
3. Develop enterprise commitment to WHS	3.1 Incorporate WHS responsibilities and duties in all relevant policies, position descriptions, operating procedures and work instructions 3.2 Confirm enterprise WHS policies, strategies and requirements include all enterprise personnel, contractors, suppliers and worksite visitors 3.3 Establish consultative and participative mechanisms to facilitate the identification and prevention of WHS issues, and their prompt, effective resolution 3.4 Consider WHS issues, including hazard and risk identification and control, in planning, designing and evaluating job design, procedure, technology, work/process flow, plant layout and construction
4. Develop and maintain procedures for identifying hazards	4.1 Analyse WHS records to determine trends 4.2 Identify existing and potential hazards 4.3 Develop hazard identification procedures and integrate into enterprise procedures and systems
5. Manage and maintain risk assessment procedures	5.1 Determine risks through identifying hazards 5.2 Develop risk assessment procedures and integrate into enterprise systems

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
6. Manage and maintain risk control procedures	6.1 Develop and implement risk control measures in accordance with the hierarchy of control and regulatory requirements 6.2 Establish procedures for control of risks on the hierarchy of control and integrate them into enterprise procedures and systems 6.3 Replace interim control measures with permanent measures to control risks at the source 6.4 Identify and incorporate resources enabling implementation of new or permanent control measures in enterprise planning processes
7. Maintain enterprise commitment to WHS goals	7.1 Resource, plan and deliver training to support commitment to and compliance with regulatory and enterprise WHS requirements 7.2 Present and regularly update enterprise, team and individual obligations for meeting WHS goals 7.3 Monitor enterprise operations and procedures to ensure the effective adoption of WHS procedures in accordance with enterprise and regulatory requirements
8. Manage and maintain hazardous event procedures	8.1 Identify potential hazardous events 8.2 Identify and appropriately notify potential community health hazards 8.3 Consult local communities, emergency and community health services and authorities about procedures to control hazardous events and community health incidents
9. Continuously improve WHS performance	9.1 Maintain and secure WHS data and record-keeping systems 9.2 Collect and analyse performance data, including team feedback, against enterprise goals and targets 9.3 Convey performance implications to stakeholders 9.4 Monitor and report compliance with enterprise and WHS requirements 9.5 Update systems and procedures for legislative, technical, procedural or operational changes

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Maintain currency of knowledge through independent research and/or professional development
Oral communication	• Communicate complex concepts and information related to workplace health and safety using clear language and industry terminology relevant to stakeholder
Numeracy	• Analyse numerical performance data, such as numbers of incidents over time, to track WHS performance

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPMGT509 Manage, maintain and continuously improve workplace health and safety plans and systems Release 2	AMPMGT509 Manage, maintain and continuously improve workplace health and safety plans and systems Release 1	Foundation Skills table updated, performance evidence updated, minor wording changes, assessment conditions updated	Equivalent

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPMGT509 Manage, maintain and continuously improve workplace health and safety plans and systems

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on at least one occasion:

- accessed, where appropriate, specialist external advice to assist in developing WHS systems and plans
- analysed the impact of workforce characteristics, enterprise communication patterns and culture on WHS system design, implementation and operation
- used analysis of enterprise culture, including ethical standards and values, communication systems and workforce characteristics, to develop effective WHS consultative processes
- applied principles and procedures for hazard identification, risk analysis and hierarchy of control in any or all areas of the workplace
- applied problem-solving strategies, including developing practical and creative solutions, showing independence, developing a range of strategies to resolve problems, testing assumptions and addressing customer and workplace concerns
- collected, analysed and reported complex WHS information to stakeholders using formats appropriate for the purpose and the audience
- developed and monitored systems to ensure workforce owns and complies with enterprise safety procedures, including establishing WHS consultative strategies and processes, implementing workplace safety committees and providing relevant training
- developed hazardous events plans in consultation with appropriate personnel and external agencies, including emergency services and government agencies
- established record management systems to monitor compliance, including mandatory notifications and reporting, mandatory licences and certificates, registers, listings and labelling of regulated materials
- identified and applied relevant workplace and regulatory requirements

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- identified and interpreted the implications, obligations and requirements established by relevant legislation, regulations, guidelines, codes of practice, and Australian standards for health and safety for the enterprise's directors, management and workforce
- identified appropriate industry or enterprise benchmarks for WHS performance
- improved health and safety performance, including developing WHS plans and strategies, acting on performance information and developing continuous review processes, including recommendations in the WHS planning process
- integrated enterprise WHS policies and procedures with relevant organisation management systems, including incorporating WHS responsibilities into all relevant workplace documents and strategies for ensuring visitors and contractors comply with enterprise health and safety policies
- monitored enterprise health and safety performance, including analysing health and safety information and measuring performance against enterprise goals, targets and benchmarks
- observed standard workplace WHS requirements while performing duties
- prepared action plans identifying WHS goals, managerial responsibilities and operational strategies
- prepared and monitored enterprise training plan for all levels of organisation to enable workforce commitment to workplace health and safety
- presented reports according to legal and enterprise requirements
- established enterprise health and safety goals and targets through consultation with stakeholders and analysis of enterprise WHS data
- systematically analysed the causes of accidents, incidents and work-related injuries and illnesses, and took corrective action by identifying and introducing programs for reduction of accidents and injuries
- updated enterprise policies, plans and practices to account for changes to relevant legislation, regulations, codes of practice and guidelines
- used available information and communications technology, including modelling and evaluation software, to collect, monitor, analyse and report enterprise safety data.
-

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- enterprise requirements for using external experts to assist in developing WHS systems and plans
- impacts of enterprise WHS policies, systems and procedures on all organisation management systems and operations, including processing, production, maintenance, contracting, distribution and administration
- WHS hazards, risks and controls relevant to enterprise operations, procedures and products.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a meat industry enterprise or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - access to appropriate technology to model and evaluate WHS data
- specifications:
  - access to workplace documents such as policies, procedures, processes, forms
  - access to specific legislation/codes of practice relevant to enterprise operations.

A minimum of three different forms of assessment must be used.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPMGT601 Benchmark to manage and improve enterprise performance

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to conduct benchmarking exercises through the identification of appropriate benchmarks. It also describes the skills required to use benchmarking to focus enterprise operations and improve performance. In the meat industry, benchmarking is a tool for informing, measuring and developing an enterprise's performance.

This unit is suitable for all managers working in a meat industry context, and supports them in fulfilling their responsibility to measure, evaluate and improve enterprise performance. This unit is applicable to engineers, refrigeration/chiller managers, production and operations managers, feedlot managers, and workplace health and safety, environment, quality, human resources (HR), finance, livestock, and logistics managers.

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 establishing and reviewing systems for their site or department. They may work with the assistance of external experts to develop plans and strategies.

This unit must be delivered using Australian meat industry standards and regulations.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

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Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify the need for benchmarking	1.1 Identify benchmarking as a tool for achieving strategic goals in enterprise planning processes 1.2 Analyse customer requirements, perceptions and satisfaction data to identify the need for improvement 1.3 Analyse competitors' products or processes to identify the need for improvement 1.4 Analyse company processes to determine potential improvements to efficiency 1.5 Analyse regulatory requirements to identify the need for improvement
2. Prepare for benchmarking	2.1 Determine scope and parameters of the benchmarking exercise according to enterprise priorities and plans 2.2 Estimate benchmarking resource requirements and include them in budgets and operational plans 2.3 Plan benchmarking strategies around realistic timeframes and enterprise planning cycles 2.4 Identify and plan software, communication and mathematical requirements 2.5 Develop benchmarking goals in consultation with stakeholders 2.6 Select benchmarking teams according to agreed criteria 2.7 Confirm team roles and responsibilities, and deliver training accordingly 2.8 Schedule and document benchmarking activities following consultation with stakeholders 2.9 Establish and agree criteria for internal and external benchmarking with benchmarking team 2.10 Identify internal and external benchmarking partners or sources, according to the scope, parameters and goals of the benchmarking exercise 2.11 Develop cooperative and open relationships with benchmark partners

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
3. Undertake benchmarking activity	3.1 Identify and negotiate logistical requirements and impacts of the benchmarking exercise with stakeholders 3.2 Develop statistical analysis and measurement frameworks 3.3 Develop and agree problem-solving processes 3.4 Analyse and document own enterprise or department functions, processes and operations according to agreed criteria 3.5 Analyse and document benchmarking partners functions, processes, operations and performance outcomes 3.6 Compare performance to identify compatibility of measurement data, commonalities, trends, differences and gaps 3.7 Communicate comparisons or benchmarking reports to benchmarking partners according to agreement 3.8 Develop strategies for change from analysing and evaluating divergences and gaps
4. Capitalise on benchmarking outcomes	4.1 Identify opportunities for using benchmarking and benchmarking data in continuous improvement processes 4.2 Build customer consultation and feedback into continuous improvement processes 4.3 Support enterprise personnel during the change process 4.4 Measure and report improvements resulting from the benchmarking processes to stakeholders 4.5 Use benchmarking information to develop the enterprise's competitive advantage and market profile

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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AMPMGT601 Benchmark to manage and improve enterprise performance Release 2	AMPMGT601 Benchmark to manage and improve enterprise performance Release 1	Minor wording changes, assessment conditions updated	Equivalent

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPMGT601 Benchmark to manage and improve enterprise performance

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

Effective management and/or facilitation of a benchmarking process, including related improvement activities, must be demonstrated.

There must be evidence that the individual has managed or facilitated a benchmarking process on at least one occasion, including:

- determined criteria identifying appropriate benchmarking partners and maintaining positive partner relationships, in accordance with enterprise goals and directions
- accessed industry and enterprise benchmarking data
- analysed and interpreted a range of complex qualitative and quantitative data relating to enterprise operations and benchmarking activities
- identified enterprise goals and directions, and explained the role of benchmarking in achieving enterprise goals
- developed and maintained positive relationships with benchmarking partners
- worked effectively as an individual and as a member of a team
- used effective communication, negotiation and leadership skills in a range of benchmarking interactions, including with benchmarking teams, benchmarking partners and internal stakeholders
- used problem-solving skills in a range of situations
- used information and communications technology, including performance management, project management, statistical and modelling software
- prepared a strategy for gathering and analysing customer feedback
- developed a financial model for measuring Return on Investment (ROI) for benchmarking processes

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- developed and implemented a communication and marketing strategy to inform stakeholders (including senior management, personnel at all levels of the organisation, and customers) of benchmarking goals, progress and outcomes
- prepared benchmarking action plans that specify resource requirements, methodologies, milestones, communication strategies and timelines, including mechanisms for linking with enterprise planning cycles and continuous improvement strategies
- developed and implemented strategies for the resolution of logistical, resource, cultural, ethical and political issues raised during the benchmarking process, including scheduling team member release and involvement, supporting individuals through change, managing group dynamics, handling confidentiality and commercially sensitive information, and dealing with diversity
- developed performance indicators for the enterprise, function, department or process being benchmarked
- implemented the findings of the benchmarking exercise, including interpreting benchmarking results, identifying areas for improvements, and building findings into targets and planning.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the role of performance indicators in benchmarking
- the difference between performance and process benchmarking
- relevant workplace health and safety, environmental, animal welfare and biosecurity, workplace and regulatory requirements
- the critical factors required for successful and effective benchmarking processes and outcomes, and the implications of enterprise benchmarking activities
- principles of calculating ROI.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a meat industry workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - access to appropriate technology for benchmarking activities
- specifications:
  - access to workplace documents such as policies, procedures, processes, forms
  - access to specific legislation/codes of practice relevant to enterprise operations.

Methods of assessment must include:

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- 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 or industry projects focusing on company/industry environment and conditions.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPMGT602 Monitor and manage organisational legal responsibilities

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to monitor and manage an enterprise's legal responsibilities. It also describes the skills and knowledge required to manage risks associated with business operation and the provision of goods and services. It includes working with enterprise personnel and monitoring and reviewing systems to achieve compliance and minimise risk.

This unit is appropriate for all managers with responsibility for production, workplace health and safety, human resources, environmental or financial management systems and procurement, sales and marketing functions, in all meat industry sectors.

This unit must be delivered using Australian meat industry standards and regulations.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Gather legal	1.1 Gather and analyse relevant, appropriately sourced legal

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
information required for business compliance	information 1.2 Seek, analyse and evaluate expert advice 1.3 Clearly explain employer and employee obligations and responsibilities to management
2. Identify legal risks	2.1 Evaluate workplace policies, systems, controls and practices in terms of enterprise and legal requirements 2.2 Analyse workplace policies, procedures and systems for compliance with contractual and legal obligations 2.3 Identify key risk areas 2.4 Analyse risk level
3. Ensure enterprise compliance with legal requirements	3.1 Analyse current strategies for compliance with legal requirements 3.2 Provide feedback on compliance record to stakeholders 3.3 Develop, implement and communicate strategies to ensure compliance with legal requirements and minimise risk 3.4 Maintain currency of legal information
4. Report enterprise compliance	4.1 Maintain and secure records relating to systems, training, communication and non-compliance with legal requirements 4.2 Prepare compliance reports for internal personnel and external authorities as required 4.3 Record and make timely reports on non-compliance incidents to relevant internal personnel and external authorities 4.4 Prepare compliance reports and enterprise presentations for external authorities

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Code and title	Code and title	Comments	Equivalence status

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current version	**previous version**		
AMPMGT602 Monitor and manage organisational legal responsibilities Release 2	AMPMGT602 Monitor and manage organisational legal responsibilities Release 1	Minor wording changes, assessment conditions updated	Equivalent

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPMGT602 Monitor and manage organisational legal responsibilities

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on at least one occasion:

- analysed and maintained currency of legal information through independent research and/or professional development
- read, analysed and interpreted complex legal information
- interpreted monitoring data and prepared compliance reports
- applied legal concepts, including duty of care, in developing and implementing enterprise operations and systems
- applied teamwork strategies to foster stakeholder commitment and compliance with legal requirements
- communicated legal information and requirements to all stakeholders, in a language and style suitable for the purpose and audience
- determined the enterprise's level of legal and statutory compliance
- interacted and communicated with external authorities in a professional and open manner
- promptly reported non-compliance to relevant external authorities and enterprise personnel
- determined corrective actions appropriate for the circumstances
- presented reports according to legal and enterprise requirements
- used assertiveness, persuasion and negotiation as required
- determined the responsibilities and liabilities of managers, directors, owners and employees, and the consequences of non-compliance
- maintained and secured records and record-keeping systems to meet legal or statutory requirements
- prepared briefing information for specialist legal advisors
- identified enterprise requirements for specialist legal advice.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- relevant workplace health and safety, environmental, biosecurity, animal welfare and workplace requirements
- sources of legal information
- legal concepts including social justice, tort, negligence, consumer and employment law
- legal requirements concerning food safety
- relevant trade practices requirements.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a meat industry workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - access to appropriate technology for research and data collection, analysis and reporting
- specifications:
  - access to workplace documents such as policies, procedures, processes, forms
  - access to specific legislation/codes of practice relevant to enterprise operations.

Methods of assessment must 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 focusing on company environment and conditions.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPMGT603 Manage meat processing systems to maintain and improve product quality

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to manage enterprise quality systems and maintain product quality. It also describes the skills and knowledge required to monitor, review, evaluate and improve enterprise operations to ensure that delivery of meat and meat products satisfies customer demand.

This unit is applicable to Quality Assurance (QA) personnel, production managers, maintenance managers, cold chain coordinators and transport coordinators. Many factors impact on the quality, including eating quality, of meat and meat products. Quality, in turn, affects meat prices and sales.

This unit must be delivered using Australian meat industry standards and regulations.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Define meat quality	1.1 Research and analyse relevant regulatory, scientific, industry and market information on meat quality, and factors affecting meat quality 1.2 Identify and analyse customer and consumer perceptions, expectations and requirements 1.3 Define and balance meat quality against enterprise requirements for yield, cost and meat safety 1.4 Prepare enterprise meat quality specifications for suppliers or supplied product and end product 1.5 Establish performance standards, including specifications, and put in place data collection strategies
2. Analyse impact of production processes and systems on meat quality	2.1 Identify meat quality control points along the value chain, including pre-slaughter and post-slaughter factors 2.2 Analyse production processes and systems against agreed criteria 2.3 Analyse and evaluate the impact of enterprise operations, including inputs, processes and technology, on meat quality, yield and cost 2.4 Prepare and present recommendations to improve operations for product quality 2.5 Establish alliances with suppliers and customers to improve quality at all points in the value chain 2.6 Identify and allocate resource requirements to achieve meat quality specifications
3. Monitor meat product quality	3.1 Prepare, implement and analyse sampling and testing procedures and schedules 3.2 Investigate non-conformances with meat quality requirements 3.3 Develop and implement preventative and control measures
4. Evaluate meat quality outcomes	4.1 Analyse and assess performance against relevant standards 4.2 Develop continuous improvement strategies, and prepare implementation strategies 4.3 Analyse and act on consumer feedback in accordance with continuous improvement framework 4.4 Develop and communicate recommendations to improve operations for maintaining and enhancing the quality of meat and meat products to appropriate personnel

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
5. Promote enterprise meat quality outcomes	5.1 Report meat quality outcomes to stakeholders, including employees, customers and consumers 5.2 Use enterprise meat quality specifications to identify market edge

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Establish critical limits for sampling and testing • Interpret total viable count for microbial test results
Oral communication	• Communicate complex concepts and information related to product quality using clear language and industry terminology relevant to stakeholder

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPMGT603 Manage meat processing systems to maintain and improve product quality Release 2	AMPMGT603 Manage meat processing systems to maintain and improve product quality Release 1	Foundation skills table updated, minor wording changes, assessment conditions updated	Equivalent

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPMGT603 Manage meat processing systems to maintain and improve product quality

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on at least one occasion:

- evaluated impact of current plant, equipment and processes on meat and meat product quality
- assessed and monitored the efficiency of improvements to meat and meat product quality
- monitored operations and developed criteria for assessing meat and meat product quality
- evaluated product quality outcomes through the development of specifications and performance standards, analysis and interpretation of performance information, including costs and sales
- improved product input and service quality by developing alliances, supplier specifications, and audit processes, and by monitoring input quality
- maintained currency of knowledge through independent research or professional development
- prepared and communicated information on meat and meat product quality outcomes to workforce, consumers and customers
- prepared recommendations for improving operations to maintain and enhance meat and meat product quality
- prepared specifications for enterprise product (including specifications for end product where not provided by customer), supplier and supplied product specifications, product description, labelling and claims
- researched best practice in meat processing, meat manufacturing, meat preparation techniques and technology, including computerised, mechanical and manual systems, and their impact on product quality.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes 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 (including 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 their influence on enterprise definition and achievement of product quality
- major physical, chemical/biochemical and microbiological characteristics and changes affecting the quality of meat and meat products
- relevant workplace health and safety, environmental, animal welfare, biosecurity 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 operations and products, including:
  - advanced technological processes
  - calcium activated tenderisation
  - conditioning, including elevated temperature conditioning
  - electrical stimulation
  - further processing (including cooking and smoking)
  - mechanical tenderisers (including knife tenderisers)
  - product ageing processes (including rigor mortis, shear force and post-mortem, including calcium dependent proteolysis)
  - tenderstretching
- pre-slaughter 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
- meat and meat product description and grading systems used in the Australian market, including:
  - AUS-MEAT
  - Japan Beef Grading System
  - Meat Standards Australia (MSA)
  - United States Department of Agriculture (USDA) Grading System
- regulatory requirements impacting on enterprise operations and product quality.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a meat industry workplace or an environment that accurately represents workplace conditions
- specifications:
  - access to workplace documents such as policies, procedures, processes, forms.

Methods of assessment must 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
- case study, workplace project or audit with focus on company environment and conditions.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPMGT604 Manage effective operation of meat enterprise cold chain and refrigeration systems

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to plan and oversee the effective operation of enterprise cold chain and refrigeration systems, ensuring product quality and food safety. It also describes 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. Managing them efficiently will minimise production costs and facilitate regulatory compliance.

This unit is applicable to production managers, plant engineers, and 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 establishing and reviewing systems for their site or department. They may work with the assistance of external experts to develop plans and strategies.

This unit must be delivered using Australian meat industry standards and regulations.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

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Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess enterprise cold chain system requirements	1.1 Analyse enterprise goals, directions and forecasts, and determine the implications for cold chain requirements 1.2 Document enterprise refrigeration systems, cold chain, operations and technical support team activities 1.3 Identify regulatory and customer requirements regarding operating and maintaining refrigeration systems 1.4 Determine enterprise requirements for accessing specialised refrigeration advice and expertise 1.5 Determine optimum refrigeration requirements to maintain quality and safety of products 1.6 Establish performance standards and targets, including those relating to food safety, cost, quality and waste
2. Manage and control cold chain systems	2.1 Develop procedures for safely and hygienically operating and maintaining refrigeration or cold chain systems according to quality, food safety and manufacturer specifications, and customer and enterprise requirements 2.2 Prepare contingency plans and procedures for systems failure or overload, and convey to relevant personnel 2.3 Prepare emergency procedures and plans, and incorporate into health and safety systems, procedures, training and work instructions 2.4 Prepare strategies for communicating and resolving system problems and failures with stakeholders
3. Monitor refrigeration and cold chain system performance	3.1 Determine and develop performance information requirements and data collection strategies 3.2 Establish and maintain monitoring procedures for operating refrigeration or cold chain systems 3.3 Investigate and report non-conformances, and implement corrective action 3.4 Develop and implement preventative and control procedures to prevent future non-conformance
4. Improve refrigeration	4.1 Analyse and measure performance data against relevant

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
system performance	performance standards, including product quality and cost requirements 4.2 Calculate and monitor energy costs of refrigeration systems 4.3 Develop and implement strategies to improve performance and minimise costs 4.4 Include refrigeration system requirements in budgets and plans

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPMGT604 Manage effective operation of meat enterprise cold chain and refrigeration systems Release 2	AMPMGT604 Manage effective operation of meat enterprise cold chain and refrigeration systems Release 1	Minor wording changes, assessment requirements updated	Equivalent

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPMGT604 Manage effective operation of meat enterprise cold chain and refrigeration systems

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on at least one occasion:

- assessed requirements for enterprise refrigeration or cold chain systems in terms of enterprise goals, directions and forecasts, detailed product knowledge and regulatory requirements
- analysed and presented complex concepts, technical information, mathematical information and other data in simple or complex formats
- completed hypothetical technical and financial modelling, calculations, interpretation or analysis
- developed and maintained the operating system
- prepared manuals and procedures for operating refrigeration systems, chillers and freezers according to hygiene, safety, quality and customer requirements, and determined corrective actions for systems variations and non-conformances
- identified key personnel for the resolution and communication of systems problems and failures
- maintained currency of knowledge through independent research or professional development
- maintained the quality of products in the cold chain by monitoring chillers or freezers and interpreting refrigeration data to maintain appropriate temperature or humidity for product types and quantities
- managed maintenance of enterprise refrigeration systems, including the negotiation and preparation of maintenance schedules; monitoring repairs; conformance with regulatory and quality requirements; and replacement requirements
- managed refrigeration costs by monitoring the costs of refrigeration, including internal or external service models, maintenance costs, lost time costs, product losses and energy costs

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- monitored and reported system performance, including setting performance standards and measures for refrigeration system that are consistent with enterprise goals and products; analysing performance information; and making recommendations for systems improvement to include in enterprise forward planning
- operated 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
- prepared 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, including forklifts and lights, in chillers and freezers
- utilised information and communications technology, including statistical and modelling software for research, data collection and analysis, and reporting.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes 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, including:
  - 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
- impact of high and 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 (including natural convection, forced convection and spray chilling)
  - air freezing

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  - contact freezing
  - cryogenic (including gaseous, sold and liquid – liquid nitrogen and solid carbon dioxide)
  - cryogenic freezing
  - direct contact (including plate freezing and conduction)
  - direct freezing systems
  - liquid immersion (including chilled water or glycol solution)
- the impact of chilling, chilling rates, freezing and 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.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a meat industry workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials
  - access to appropriate technology
- specifications:
  - access to workplace documents such as policies, procedures, processes, forms
  - access to specific legislation/codes of practice relevant to enterprise operations.

Methods of assessment must 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.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPMGT605 Assess and purchase livestock

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to identify, select and purchase livestock according to customer requirements and within enterprise livestock budgets. The selection, purchase and transport of livestock has implications for product quality and enterprise profitability.

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.

This unit is of particular interest to livestock buyers but may also have relevance for production and finance personnel.

All work in this area must be conducted in the context of Australian meat industry standards and regulations.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify livestock markets	1.1 Identify and select livestock markets and methods to meet enterprise requirements 1.2 Analyse risks associated with purchasing or accepting inappropriate livestock, and identify risk management strategies 1.3 Identify regulatory requirements relating to selling and purchasing livestock 1.4 Establish networks and alliances, in accordance with legal and enterprise requirements, to ensure access to markets and gain market intelligence
2. Select livestock	2.1 Confirm enterprise specifications and requirements for livestock, including Quality Assurance (QA) arrangements for and with producers 2.2 Conduct livestock inspection procedures in accordance with workplace health and safety and animal welfare requirements 2.3 Select livestock according to enterprise and customer specifications
3. Purchase livestock	3.1 Analyse market conditions and monitor trends in livestock quality and prices 3.2 Negotiate contractual terms according to enterprise requirements 3.3 Monitor livestock budget and take corrective action to address variations 3.4 Address requirements of the National Livestock Identification System (NLIS) 3.5 Complete documentation relating to purchase or sale
4. Transport livestock	4.1 Negotiate transport of livestock according to enterprise and animal welfare requirements 4.2 Negotiate transport of livestock according to enterprise schedules and requirements
5. Evaluate livestock purchases	5.1 Monitor quality of livestock against customer specifications and enterprise requirements 5.2 Recommend and implement strategies for improving purchase quality

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Analyse financial information to recognise trends in data and make judgements about livestock unit values

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPMGT605 Assess and purchase livestock Release 2	AMPMGT605 Assess and purchase livestock Release 1	Foundation skills table updated; assessment conditions updated	Equivalent

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPMGT605 Assess and purchase livestock

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on at least one occasion:

- assessed livestock against enterprise specifications and determined 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 carcase weight to determine yield and product price
- communicated with producers to provide feedback on enterprise requirements, including the presentation of livestock
- completed purchase documents accurately
- developed open and constructive relationships with key livestock sales and transport personnel
- estimated expected yield from species and breeds
- evaluated industry methods for purchasing livestock, and determined methods suitable for the enterprise
- gathered and interpreted processing and sales data, including customer feedback, to analyse quality of livestock purchased
- identified and applied relevant workplace health and safety, animal welfare and workplace requirements
- identified potential alliances, key stakeholder networks and information sources to facilitate enterprise access to required livestock and livestock markets
- interpreted the implications of enterprise ordering and sales forecasts for the purchase of livestock
- managed 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

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- negotiated enterprise requirements for transport of livestock with carrier, including animal welfare requirements, enterprise production schedules and enterprise budget requirements
- obtained and secured documentation relating to livestock status, purchase and transport
- prepared 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
- presented reports according to legal and enterprise requirements
- used available communication and information technology to record, monitor and analyse livestock purchase data, including fat scores, prices and pricing structures
- addressed NLIS requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- characteristics of different species and breeds, and their suitability for the enterprise's product
- identification of animals using brands, tags and tattoos
- the requirements of the NLIS system
- international, national and local factors affecting the livestock market, and their implications for the enterprise's operations
- livestock classification and conformation or scoring system
- customer specifications and their implications for selecting and purchasing stock, including 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 the Livestock Production Assurance On-Farm Quality Assurance (LPA QA) program '
- 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.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a meat industry workplace or an environment that accurately represents workplace conditions
- specifications:
  - access to workplace documents such as policies, procedures, processes, forms
  - access to specific legislation/codes of practice relevant to enterprise operations.

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Methods of assessment must include:

- a third-party referee report of sustained performance at an appropriate level of authority and responsibility
- assignment focusing on the understanding and application of principles and theory to workplace operations
- simulation or workplace projects with focus on enterprise environment and conditions.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPMGT606 Analyse and develop enterprise systems for new opportunities

Modification History

Release	Comments
Release 3	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 2	This version released with Australian AMP Meat Processing Training Package Version 3.0.
Release 1	This version released with Australian AMP Meat Processing Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to evaluate and develop enterprise systems that are cost-efficient and suitable to a company's products and goals. It also describes the skills and knowledge required to ensure products meet enterprise and customer specifications. The design of enterprise systems affects the quality of the products processed. Analysing and developing enterprise systems provides enterprises with the flexibility to become an innovative organisation, take on new opportunities and strengthen or expand their market.

At this level, individuals exercise considerable autonomy, responsibility and accountability within enterprise structures, and are required to make primary contributions to enterprise values, goals and operations. They will typically have responsibility for establishing and reviewing systems for their site or department. They may be assisted by external experts to develop plans and strategies.

This unit is suitable for senior managers, Chief Executive Officers (CEOs), Chief Finance Officers (CFOs) and directors of feedlots, meat processing and smallgoods enterprises, who seek to build a culture of innovation in a meat industry context.

This unit must be delivered in the context of Australian meat industry standards and regulations.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

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Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Analyse effectiveness of enterprise system to meet enterprise goals	1.1 Identify enterprise mission, direction and objectives 1.2 Determine impact of current market trends, future market trends and business environment on enterprise goals and operations 1.3 Determine enterprise system requirements to meet enterprise goals 1.4 Assess capacity of the existing system to meet enterprise goals 1.5 Analyse existing systems to identify system strengths, weaknesses and issues
2. Identify and evaluate alternatives	2.1 Research new, reconfigured or redesigned systems and their components 2.2 Evaluate new, reconfigured or redesigned systems and their components (for suitability, feasibility and cost), and report outcomes to stakeholders 2.3 Obtain enterprise commitment to a new, reconfigured or redesigned system 2.4 Identify, agree upon and include resource requirements in enterprise planning 2.5 Identify and evaluate sources of resource support
3. Implement solutions	3.1 Develop specifications for new, reconfigured or redesigned system 3.2 Commission new, reconfigured or redesigned system 3.3 Plan, negotiate and communicate implementation strategy, including redesigned system, with stakeholders 3.4 Identify impact on personnel, and prepare strategies facilitating change 3.5 Develop, resource and implement training plans 3.6 Develop, test and refine procedures and controls
4. Monitor enterprise process	4.1 Establish performance criteria for the new, reconfigured or redesigned system 4.2 Collect, analyse and report performance data 4.3 Report progress and performance to stakeholders 4.4 Identify strategies for improvement in consultation with the team, and integrate them into continuous improvement and planning

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	processes

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
AMPMGT606 Analyse and develop enterprise systems for new opportunities Release 3	AMPMGT606 Analyse and develop enterprise systems for new opportunities Release 2	Feedlots included in application; assessment requirements updated	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPMGT606 Analyse and develop enterprise systems for new opportunities

Modification History

Release	Comments
Release 3	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 2	This version released with Australian AMP Meat Processing Training Package Version 3.0.
Release 1	This version released with Australian AMP Meat Processing Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has evaluated and developed an enterprise system on at least one occasion, including:

- flowcharted the movement of products and resources along the chain or process line to identify strengths and weaknesses
- applied 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
- analysed the organisation’s environment to assess capacity for, and potential impact of, systems and operations
- established goals and performance criteria for operation of the enterprise system
- determined criteria for evaluating alternative systems and system components, including reference to product specifications, yield and quality, technical requirements and cost
- developed data collection and recording systems linked to systems performance criteria
- analysed performance information and prepared reports for stakeholders
- developed a communication strategy for involving the workforce, negotiating changes and reporting progress
- assessed alternative configurations of technology, labour, processes, organisation and layouts for process flow effectiveness
- compared capability of existing system with market potential and capability of alternative systems
- estimated the impacts of enterprise forecasts and changes in the market and the industry (including technology) on enterprise resource requirements, operation and sales

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- evaluated the consequences and change implications of adopting new, reconfigured or redesigned systems on overall operation of the plant, including the impact on personnel
- identified and applied relevant workplace health and safety, animal welfare, biosecurity, environmental and workplace and regulatory requirements
- identified and resolved industrial relations issues related to changes in systems
- prepared action plans for the implementation of new systems, including commissioning of the new system, timelines, resources, training and change facilitation strategies to assist personnel to implement new, reconfigured or redesigned systems
- prepared and justified 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
- prepared and presented recommendations in formats, language and styles appropriate for the audience
- presented reports according to legal and enterprise requirements
- quantified and costed the resources required for optimum operation of existing systems, including utilities and energy, personnel, equipment and stock
- researched and analysed market intelligence, trends and forecasts to identify enterprise possibilities
- researched and evaluated available systems (including technology and equipment, processing methods and techniques and work design) appropriate for enterprise product
- researched and evaluated sources of support, including government and private, financial and other support
- reviewed existing procedures and controls or developed new ones to facilitate systems operations in accordance with enterprise and regulatory requirements, including integration with enterprise quality and food safety systems
- sought external advice where appropriate (including from technology and equipment manufacturers, architects, engineers and tradespeople)
- used a range of quality and evaluative tools to analyse the capability of enterprise systems to meet future projections
- used available communication and information technology to complete forecasts, analyses and modelling, where required.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- enterprise goals and directions and their implications for enterprise operations
- budgeting strategies, including calculating the costs of maintaining the current system and the operational and set-up costs for new, reconfigured or redesigned systems, including initial costs, ongoing costs and payback periods
- report formats and styles, and their appropriateness for various audiences.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a meat industry workplace or an environment that accurately represents workplace conditions
- specifications:
  - access to workplace documents such as policies, procedures, processes, forms.

Methods of assessment must 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 enterprise environment and conditions.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPMGT607 Establish new markets

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to assess enterprise potential and capacity for entering new markets. It also describes the skills and knowledge required to identify new markets, research regulatory requirements and negotiate contracts.

Decisions to enter new markets should be based on extensive research and planning. Management's understanding of the risks and benefits of new markets and their implications for the business is essential.

This unit would benefit managers responsible for marketing and production, and Quality Assurance (QA) managers required to supply product for new markets. This unit is relevant for all industry sectors.

This unit must be delivered in the context of Australian meat industry standards and regulations.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Research and determine viability of entering new markets	1.1 Identify and evaluate sources of assistance for locating and establishing new markets 1.2 Analyse characteristics of potential markets 1.3 Review enterprise products and service range in terms of potential market and customer requirements 1.4 Assess competitive position of enterprise product, and prepare sales projections 1.5 Determine licensing and other regulatory requirements 1.6 Evaluate costs, benefits and risks of entering new markets
2. Develop a market entry strategy	2.1 Develop resourcing strategies for new market entry 2.2 Identify risk management strategies 2.3 Develop marketing strategies in association with relevant internal and external personnel 2.4 Plan distribution strategies to ensure profile of product in the new market
3. Identify contract and service requirements	3.1 Establish enterprise terms of payment and administrative requirements 3.2 Identify documentary and commercial requirements of new markets 3.3 Identify legal, finance and insurance requirements 3.4 Identify contractual requirements relating to transport and distribution to ensure product quality and safety
4. Develop evaluation strategy for new market entry	4.1 Identify targets and determine performance indicator requirements 4.2 Prepare strategies for collecting and analysing performance data 4.3 Identify strategies for reporting outcomes, including future planning recommendation

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPMGT607 Establish new markets Release 2	AMPMGT607 Establish new markets Release 1	Assessment conditions updated	Equivalent

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPMGT607 Establish new markets

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on at least one occasion:

- communicated and negotiated clearly, ethically and effectively with a range of representatives (including internal personnel, government agents, financial agencies, distributors, export control agencies, brokers and customers) and other stakeholders
- researched potential markets, including competitors, products, customers, and market regulations, legislation and controls
- evaluated the feasibility of entering new markets
- identified the cultural requirements of the new market and clients
- identified strategies for financial risk management
- prepared, negotiated and implemented strategies and action plans for entering new markets
- determined and obtained resources required to support new market strategy
- established infrastructure requirements for new market
- used teamwork strategies to prepare work team to support new market strategy
- evaluated and reported market entry performance
- identified and applied relevant workplace health and safety, regulatory and workplace requirements
- maintained currency of knowledge through independent research or professional development
- prepared enterprise strategies and plans that include resource requirements, timelines, milestones and communication strategies
- presented reports according to legal and enterprise requirements
- researched, collated and analysed information relating to the individual business, domestic and international context (as applicable)

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- used available information and communication technology and systems (including forecasting software, budgets, research material) to assist planning, monitoring and reporting.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and features of distribution and marketing strategies
- role of new markets in achieving enterprise goals and plans
- enterprise budgetary and planning cycles and processes; methods of production analysis; sales records and costs; and enterprise methods for estimating and forecasting sales and production requirements.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a meat industry workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - access to appropriate technology
- specifications:
  - access to workplace documents such as policies, procedures, processes, forms
  - access to specific legislation/codes of practice relevant to enterprise operations.

Methods of assessment must 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 that focus on enterprise environment and conditions.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPMGT801 Manage financial performance

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to manage financial performance in an organisation or business unit.

Leaders in agri-business are typically required to forecast future financial resource needs, analyse current asset performance and capacity to commercial standards and set business targets. They are also required to manage compliance mechanisms, manage financial risk within agreed plans and mechanisms, and monitor compliance with financial projections.

This unit is specifically relevant to leaders or managers working in a competitive commercial environment.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Forecast future financial resource	1.1 Establish and assess the capacity of existing financial systems 1.2 Forecast financial data and business system requirements

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Element	Performance criteria
needs	1.3 Analyse forecasted requirements 1.4 Prepare and plan budget forecasts according to organisational and statutory requirements 1.5 Prepare and present recommendations for budget expenditure or for modifying existing projections
2. Analyse current asset performance and capacity	2.1 Analyse costs and returns associated with assets and liabilities using standard accounting reports to identify the extent of debt and equity financing 2.2 Identify management responsibilities and legal reporting requirements in consultation with relevant enterprise staff 2.3 Analyse and interpret financial reports and key information 2.4 Analyse and evaluate the effects of financial decisions on organisational ability to meet planned outcomes in relation to specific activities or timeframes
3. Set business targets and compliance mechanisms	3.1 Collect comparative and trend information and confirm needs for future budget and associated resources 3.2 Complete consultation on relevant short-term and long-term needs 3.3 Allocate resources for the budget to maximise organisation's performance 3.4 Maintain accurate and up-to-date records of resource allocation and usage in accordance with organisational requirements 3.5 Develop and review management systems which enable the timely collection, management and processing of information 3.6 Complete and accurately report records of budget performance and expenditure in accordance with organisational procedures and statutory requirements 3.7 Evaluate and improve budget audit mechanisms and compliance requirements
4. Manage financial risk	4.1 Identify deviations from budget that adversely affect organisational objectives 4.2 Promptly develop action plans to remedy significant deviations from budget objectives and projections 4.3 Monitor and review financial documentation against organisational objectives 4.4 Revise and renew budget priorities to meet operational contingencies and manage risk 4.5 Manage costs in accordance with budget targets

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMBUS701A Manage financial performance	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPMGT801 Manage financial performance

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time.

Candidates must:

- prepare a financial resource plan/budget
- monitor and manage financial resources over a full planning cycle
- effectively communicate financial reports and operational execution
- make adjustments to suit changing circumstances and respond to unusual situations.
- 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 monitor their implementation
- use research skills to identify asset management valuations
- apply applicable professional standards
- manage risk

Knowledge Evidence

The candidate must demonstrate an in depth technical and theoretical knowledge of:

- accounting, financial statements and cash flow

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

Assessment Conditions

Assessment must ensure:

- 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

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPMGT802 Provide strategic leadership

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to analyse and improve leadership style and professional competence, and to lead organisational strategic development and deployment. The unit also describes the skills and knowledge required to lead transformational practices, cultivate collaborative practices and provide strategic leadership in dynamic contexts.

This unit applies to leaders or managers, with professional expertise and personal integrity, who wish to develop strategic capabilities. They often act as role models for others within the organisation.

This unit relates to learning activities within small to medium-sized organisations and significant activities within large organisations.

Individuals must be able to respond strategically and act as leaders of change. They must seek to improve competitive advantage through transformation of individual, team and operational capabilities.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Reflect on personal effectiveness and efficacy	1.1 Identify and apply strategies to create a culture that encourages receiving and giving effective feedback 1.2 Regularly review personal efficacy and attainment of professional and personal development objectives and priorities 1.3 Review capacity as a role model in terms of ability to gain the trust, confidence and respect of diverse and relevant individuals and groups 1.4 Evaluate personal efficacy and capability to build an effective organisational and workplace culture 1.5 Analyse and evaluate personal effectiveness in developing the competence required to achieve operational responsibilities 1.6 Model personal responsibility for environmental sustainability and develop capability in others
2. Lead in a transformational manner	2.1 Apply transformational leadership practices 2.2 Demonstrate empathy in personal relationships and day-to-day leadership 2.3 Demonstrate leadership which is inclusive and respectful of individual differences 2.4 Control, and appropriately regulate, own potentially disruptive emotions and impulses 2.5 Effectively manage work-based relationships
3. Cultivate collaborative thinking	3.1 Display judgement and common sense in undertaking day-to-day leadership role 3.2 Analyse relevant legislation, information and intelligence sources when evaluating business opportunities 3.3 Draw upon personal expertise and relevant individuals to achieve strategic results 3.4 Seek and encourage contributions from relevant individuals 3.5 Use collaborative communication and learning approaches to model and encourage their broader use in the workplace 3.6 Cultivate collaborative and participative work relationships
4. Provide strategic leadership during change processes	4.1 Positively convey business direction and values to relevant individuals and stakeholders 4.2 Analyse impact and role of leadership during organisational

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Element	Performance criteria
	change 4.3 Analyse and confirm capability and competence of relevant individuals in terms of their ability to contribute to change processes and plans 4.4 Develop learning and communication solutions to address problems and risks arising for individuals during organisational change 4.5 Identify leadership styles and develop approaches to best respond impacts of change on people and processes

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMBUS702A Provide strategic leadership	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPMGT802 Provide strategic leadership

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Candidates must provide strategic leadership by acting as leaders of change and seeking to improve competitive advantage through transformation of individual, team and operational capabilities. Evidence must demonstrate the candidate's consistency of performance over time.

Candidates must:

- improve own development, personal leadership style and self-management skills
- demonstrate application of leadership style and approach appropriate to individuals involved, outcomes being sought and context
- use problem-solving, initiative and enterprise skills to:
  - direct, motivate, consult and delegate appropriately
  - collect, analyse and interpret data using a range of methods
  - shape strategic thinking and inspire others with a shared vision
  - work with teams with diverse emotional intelligence and cognitive skills
- use teamwork skills to lead a team, workgroup or unit, with awareness of employee needs and requirements
- use provide leadership in workplace health and safety 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
  - 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

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    - develop plain English written texts which deal with complex ideas and concepts
- use workplace technology

Knowledge Evidence

The candidate must demonstrate an in depth technical and theoretical knowledge of:

- legislation relevant to business operations, especially regarding workplace health and safety, environmental issues, Equal Employment Opportunity (EEO), anti-discrimination, industrial relations and regulatory requirements
- organisation mission, purpose and values
- organisation objectives, plans and strategies
- leadership styles
- personal development and 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 management of change
- organisational design and building in response to changes in customer or market conditions
- environmental sustainability principles

Assessment Conditions

Assessment must ensure:

- 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, including organisational policies and procedures, and relevant legislation
- access to clients

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPMGT803 Communicate and negotiate in a culturally diverse context

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to communicate and negotiate in multicultural business contexts, which require an understanding of cultural diversity.

This unit applies to leaders or managers who need to apply sound cross-cultural communication and negotiation strategies in their business practice and develop these skills in others. They will typically undertake negotiations with other organisations in areas such as marketing, partnership and commercial agreements. These organisations could be onshore or offshore.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Analyse organisation's cross-cultural business practices using theoretical models of	1.1 Define key elements of culture and cultural diversity from a range of perspectives 1.2 Analyse the organisation's cultural practices in comparison to other cultures

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Element	Performance criteria
culture	1.3 Identify and implement improvements to practices and raise awareness of issues identified 1.4 Identify strengths and limitations of theoretical models of culture and diversity
2. Evaluate features of cultures relevant to the organisation's business requirements	2.1 Describe significant events that have shaped selected cultures 2.2 Research and profile key characteristics of business systems in selected countries 2.3 Analyse and describe broad cultural differences in business behaviour in selected countries 2.4 Research and evaluate distinguishing features of business practices in selected countries
3. Develop cross-cultural awareness strategies, and communication and negotiation skills in a business setting	3.1 Identify and communicate ways in which workplace cultural norms impact business practices 3.2 Evaluate potential impact of improved cross-cultural awareness on business interactions 3.3 Apply formal and informal coaching and training strategies to improve organisational cross-cultural communication practices and strategies 3.4 Identify and apply negotiation strategies to address business requirements in a cross-cultural setting 3.5 Determine appropriate criteria and strategies to evaluate effectiveness of communication and negotiation in a cross-cultural business setting

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMBUS703A Communicate and negotiate in a culturally diverse context	E

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Assessment Requirements for AMPMGT803 Communicate and negotiate in a culturally diverse context

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Candidates must be observed using an understanding of cultural diversity to communicate and negotiate in multicultural business contexts. Evidence must demonstrate the candidate's consistency of performance over time.

Candidates must:

- interact and negotiate in a range of cross-cultural contexts relevant to the business of the enterprise
- interact appropriately with partners, customers, governments and other stakeholders
- identify the organisation’s approach to accommodating cultural diversity
- identify the strengths and weaknesses in models of cultural analysis
- use initiative and enterprise skills account for cultural contexts, similarities and differences
- apply knowledge to identify and apply multiple perspectives and interpretations, and appropriate protocols and language
- research academic theories of culture and 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 to gain cultural knowledge and information

Knowledge Evidence

Candidates must demonstrate specialised and integrated technical and theoretical knowledge of:

- communication styles and methods, and the protocols of people from a range of cultures
- definitions of culture and cultural diversity based on a numerous theoretical models
- cultural biases inherent in any relevant conceptual models of culture
- implicit and explicit similarities and differences within and between countries and cultures
- important features of relevant cultures

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- workplace health and safety 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 access to interpreters
- types of communication specific to cross-cultural business environments

Assessment Conditions

Assessment must ensure:

- activities are related to a business context
- access to workplace context in which cross-cultural communication and negotiation skills are required

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPMGT804 Develop and enhance collaborative partnerships and relationships

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to develop and enhance collaborative partnerships and relationships with business, community and industry stakeholders. The unit also describes the skills and knowledge required to communicate to influence others, enhance new and existing partnerships, establish positive collaborative relationships, lead the development of a partnership program and establish reporting mechanisms.

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.

Enterprise leaders should gain the respect of colleagues, contacts, clients and the community by demonstrating professionalism in all aspects of their work. Their professionalism should be underpinned by their management expertise and effective interpersonal and communication skills.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify and analyse existing partnerships and relationships with stakeholders	1.1 Identify and analyse key existing business partnerships and relationships 1.2 Identify outcomes to be achieved from existing business partnerships and relationships 1.3 Analyse indicators and feedback processes used to evaluate the health of the partnership arrangements 1.4 Develop and implement strategies to enhance the effectiveness of existing partnerships and relationships
2. Lead the establishment of a new or renegotiated partnership program	2.1 Establish desired outcomes for a new or renegotiated business partnership 2.2 Identify and address relevant organisational policies and procedures in partnership plan 2.3 Identify relevant legal requirements and address them in partnership planning 2.4 Form partnership program using collaborative and consultative processes 2.5 Plan and allocate resource requirements to develop the partnership program 2.6 Establish relevant organisational policies and procedures relating to the partnership 2.7 Organise and allocate work activities in a cost-effective and equitable manner with clear, quantifiable and agreed performance standards
3. Communicate to influence relevant individuals and stakeholders	3.1 Generate trust, confidence and support from relevant individuals and other stakeholders by demonstrating a high standard of personal performance and conduct 3.2 Implement communication strategies to positively represent the organisation to media, local community and other stakeholders 3.3 Make decisions in consultation with relevant stakeholders and individuals, where appropriate 3.4 Empower individuals to develop their own methods of working in accordance with agreed boundaries of competence, cultural diversity, and organisational and legal requirements 3.5 Use a range of influencing strategies to increase commitment from staff and stakeholders to achieve organisational

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Element	Performance criteria
	requirements and to contribute to desired culture 3.6 Undertake selected community and/or professional engagements that project a positive image of the organisation to the broader community and stakeholders
4. Establish and implement reporting mechanisms for partnership program	4.1 Establish reporting systems against planned partnership outcomes 4.2 Implement systems to report partnership outcome

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMBUS704A Develop and enhance collaborative partnerships and relationships	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPMGT804 Develop and enhance collaborative partnerships and relationships

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Candidates must be observed developing and enhancing collaborative partnerships and relationships with business, community and industry stakeholders. Evidence must demonstrate the candidate's consistency of performance over time.

Candidates must:

- use analysis and interpretation skills to:
  - evaluate organisational information management systems, policies and procedures
  - select and evaluate relevant information and documentation
  - identify any current and potential 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 by analysing 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
  - develop and establish agreed 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
- foster partnerships, conduct stakeholder consultation and use strategic and personally enhancing communication skills

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- use accepted strategies and assess and analyse personal performance
- develop collaborative approaches to enhance individual, team and organisational outcomes
- initiate and implement external partnerships in accordance with relevant regulatory, employment and organisational requirements

Knowledge Evidence

Candidates must demonstrate specialised and integrated technical and theoretical knowledge of:

- legislation relevant to business operation, especially in regard to workplace health and safety 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 management 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 response to changing market or customer conditions
- risk assessment and monitoring strategies
- strategies to evaluate and enhance effectiveness of partnership arrangements

Assessment Conditions

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.

Methods of assessment must 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 focusing on company environment and conditions

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Assessors must satisfy current standards for RTOs.

Links

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AMPMGT805 Develop and manage international business operations

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to operate businesses in increasingly international contexts. The unit brings together many functional aspects of business and operationalises them in an international business context.

This unit applies to leaders or managers who perform or oversee the international business functions of an enterprise.

The unit relates to small to medium-sized enterprises and business units within large enterprises.

Business leaders and managers must understand and respond to the international context businesses operate within and factors affecting business activity.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to demonstrate

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Element	Performance criteria
essential outcomes.	achievement of the element.
1. Identify and analyse impacts of international factors on the business operation and functions	1.1 Confirm core activities, customer base, business values and current business direction 1.2 Review performance data from all areas of the business to identify strengths, weaknesses and critical success factors relevant to international business activity 1.3 Identify and analyse trends and developments trends for their potential impact on international business activity 1.4 Gather and analyse comparative international market information as a basis for reviewing business performance
2. Investigate international business opportunities in the areas of investment, trade, finance and workforce development	2.1 Gather and document market intelligence from available sources 2.2 Assess current capabilities to identify areas for improvement or exploitation within international markets 2.3 Analyse international market performance of existing and potential competitors and their products or services to identify potential opportunities or threats 2.4 Identify and analyse legal, ethical and environmental constraints of the international market for their effect on international business activity 2.5 Identify current and emerging needs in international markets that link positively to the business's strengths or capabilities 2.6 Identify business needs in terms of changes required to address international market opportunities
3. Operate international business activities	3.1 Identify available international business positioning strategies and choose a strategy to meet marketing requirements 3.2 Develop a positioning implementation plan in accordance with organisational requirements 3.3 Identify international business options and develop strategies for products, pricing, sourcing, logistics, promotion and distribution 3.4 Identify options and proposed strategies for international business payments, investment capital and accounting and taxation issues 3.5 Identify relevant international financial compliance requirements and regulations 3.6 Identify and prepare documentation requirements for export 3.7 Identify investment, trade, financial, taxation and workforce risks in the international business operation and develop contingency strategies 3.8 Develop or amend operational plans to address international business activity in accordance with organisational requirements

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMBUS705A Develop and manage international business operations	E

Links

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Assessment Requirements for AMPMGT805 Develop and manage international business operations

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Candidates must use their knowledge of the international business context to respond to factors impacting business activity. Evidence must demonstrate the candidate's consistency of performance over time.

Candidates must demonstrate ability to:

- use analytical skills to identify potential risks and opportunities, and assess market dynamics
- use culturally appropriate communication skills to relate to people with diverse backgrounds and 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
  - listen actively
  - demonstrate cultural sensitivity
  - negotiate effectively
- use planning and organisational skills to develop and implement business strategies
- use problem-solving, initiative and administrative skills to seek and develop international business opportunities
- use research skills to identify international business trends and opportunities
- manage risk
- use a range of tools to monitor business performance
- effectively integrate international business challenges and opportunities within and across functional business areas

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Knowledge Evidence

Candidates must demonstrate specialised and integrated technical and theoretical 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 nation's legal and political forces
- cultural diversity, 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
- key concepts of international business and their application within an enterprise
- key trends in international business

Assessment Conditions

Competency must be demonstrated through sustained performance over time, at an appropriate level of responsibility and under typical operating and production conditions for the enterprise.

Assessment must ensure:

- 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, including organisational policies and procedures, and relevant legislation

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPMGT806 Commercialise research and technology product or idea

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to undertake the fundamentals of product/idea commercialisation. It describes the process from conception to launch to full production.

Competency requires developing the skills and knowledge to successfully research, analyse, cost and develop a business opportunity for a product/idea. This unit also describes the skills required to manage commercialisation and evaluate product success.

This unit applies to leaders or managers responsible for developing a commercialisation strategy for an innovative product or technique, which has been developed through research.

Leaders undertaking product commercialisation must investigate and negotiate the legal and partnership implications of commercialisation, undertake market testing and develop commercialisation strategies.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Investigate commercialisation options	1.1 Describe product/innovation to be commercialised 1.2 Analyse innovation alignment against organisation's innovation objectives 1.3 Research, analyse and test market opportunities 1.4 Investigate optimum business structure and funding options
2. Develop commercialisation proposal	2.1 Determine resourcing requirements 2.2 Develop marketing plan 2.3 Determine supply chain strategy 2.4 Determine strategies for managing Intellectual Property (IP) 2.5 Determine environmental sustainability of proposed product/idea 2.6 Develop risk mitigation plan 2.7 Negotiate proposal modifications with key stakeholders
3. Prepare for implementation	3.1 Develop project implementation plan 3.2 Determine monitoring process 3.3 Establish and develop required business processes 3.4 Assemble project team

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMBUS706A Commercialise research and technology product/idea	E

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Assessment Requirements for AMPMGT806 Commercialise research and technology product or idea

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Candidates must undertake the fundamentals of product/idea commercialisation from conception to launch to full production.

Candidates must demonstrate ability to:

- 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 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 feedback from a range of stakeholders
  - develop plain English texts desling with complex ideas and concepts
- generate and evaluate ideas by analysing 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 appropriately
  - collect, analyse and interpret data using a range of methods
  - shape strategic thinking and inspire others with a shared vision
  - work with teams with diverse emotional intelligence and cognitive ability
- provide leadership in workplace health and safety practice, ethical standards and legislative requirements

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- review own personal and professional competence against personal development objectives
- support and use participative arrangements aimed at establishing trust
- to develop, negotiate and structure an agreed commercialisation strategy
- to apply leadership style and approach appropriate to individuals involved, outcomes being sought and contextual factors

Knowledge Evidence

Candidates must demonstrate specialised and integrated technical and theoretical knowledge of:

- relevant legislation
- business strategies and legal requirements underpinning trademarks, copyright and patents
- legal requirements underpinning partnership arrangements, contracts and taxation
- commercial environmental analysis techniques, including Strengths, Weaknesses, Opportunities, Threats (SWOT)/TOWS
- market testing strategies and techniques
- strategies for analysing and assessing the upstream and downstream implications of an innovation
- risk assessment strategies and techniques
- team selection, management and support strategies
- environmental sustainability principles

Assessment Conditions

Competency must be demonstrated through sustained performance over time, at an appropriate level of responsibility and under typical operating and production conditions for the enterprise.

Assessment must ensure:

- 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, including organisational policies and procedures, and relevant legislation
- access to stakeholders, potential partners and clients

Assessors must satisfy current standards for RTOs.

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AMPMGT807 Manage change to organisational electronic technology systems

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to improve business outcomes through implementing the introduction or upgrade of advanced electronic technologies.

This unit applies to leaders or managers whose role is to manage the introduction of advanced electronic technologies to enhance business practices.

Leaders and managers should 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 managing customer and regulatory requirements.

Operational management in relation to introducing technologies to enhance business processes may involve complex judgements.

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.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare organisational change management strategy for implementation of advanced electronic technologies	1.1 Analyse proposed changes in relation to current operational practices, infrastructure and strategic plans 1.2 Evaluate, cost and prioritise identified changes 1.3 Identify evaluate and manage risks associated with implementation 1.4 Develop implementation strategies, including change management and communication strategies 1.5 Engage, assemble and brief implementation team
2. Manage implementation	2.1 Communicate implementation strategies to stakeholders and clarify timelines and accountabilities 2.2 Monitor, record and report implementation progress against planned milestones 2.3 Identify and manage potential risks through consultation with stakeholders and review of testing outcomes 2.4 Review and revise implementation strategy, as necessary 2.5 Finalise installation according to implementation strategy and organisational procedures 2.6 Identify and implement training programs requried to support new technologies
3. Evaluate implementation outcomes	3.1 Review and evaluate implementation process 3.2 Debrief implementation team 3.3 Assess outcomes of implementation process against organisational requirements 3.4 Report project outcomes to key stakeholders
4. Develop and implement ongoing management processes	4.1 Develop business processes required for ongoing electronic technology management 4.2 Implement business processes required for ongoing electronic technology management

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMBUS801A Manage change to organisational electronic technology systems	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPMGT807 Manage change to organisational electronic technology systems

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must provide evidence of managing change to organisational electronic technology systems. Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must demonstrate 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 workplace health and safety practice and observance of ethical, legislative 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
- research and evaluate potential impact of a proposed electronic technology system
- analyse, develop and implement plans for introducing an electronic technology system with minimal interruption to business processes
- identify, analyse and address problems in a timely and effective manner

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Knowledge Evidence

The candidate must demonstrate specialised and integrated technical and theoretical knowledge of:

- business policies and procedures that impact on job role or function
- change management theory
- capabilities and limitations of infrastructure
- business needs
- facilities and infrastructure 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 workplace health and safety and environmental issues, Equal Employment Opportunity (EEO), industrial relations and anti-discrimination
- written policies and internal procedures on electronic technology management and associated contractual documents

Assessment Conditions

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.

Assessment must ensure:

- competence is consistently demonstrated over time, and over a range and variety of situations
- access to required assessment facilities and resources.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPMGT808 Undertake research project

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes 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 must 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.

This unit applies to leaders or managers using applied research methodologies to address an industry or sectorial issue.

The focus of this unit is on using research strategies to better understand industry opportunities and threats in order to gain improved industry performance.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Define topic	1.1 Identify and scope research issue

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Element	Performance criteria
	1.2 Develop and refine research questions 1.3 Identify research methodologies 1.4 Develop hypotheses
2. Undertake literature review	2.1 Identify suitable sources of literature 2.2 Analyse and present literature outcomes 2.3 Refine research questions and strategy in light of literature review findings
3. Undertake research	3.1 Develop and validate research instruments 3.2 Identify and address ethical and confidentiality requirements 3.3 Identify environmental sustainability issues associated with the research 3.4 Undertake research 3.5 Record findings
4. Present findings	4.1 Analyse research outcomes 4.2 Review and analyse research methodology 4.3 Develop recommendations 4.4 Prepare and present research report 4.5 Present report for peer review

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMBUS802A Undertake research project	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPMGT808 Undertake research project

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must undertake an independent research project directed towards an agri-business issue or problem.

The candidate must demonstrate 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
  - gain commitment to participate in research activity
  - present findings
- develop and conduct research activity
- undertake risk assessment and resolve blockages

The candidate must provide evidence of:

- comprehensive literature review
- formulated research proposal or plan including:
  - 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 undertaken
  - 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

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Knowledge Evidence

The candidate must demonstrate specialised and integrated technical and theoretical 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

Assessment Conditions

Competency must be demonstrated through sustained performance over time, at an appropriate level of responsibility and under typical operating and production conditions for the enterprise.

Assessment must ensure:

- 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

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPMGT809 Analyse data for business decision making

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the statistical skills and knowledge required to support decision making for a business or business unit.

This unit applies to leaders or managers who use data analysis and decision-making skills and techniques in the management of their day-to-day work. They must assemble or obtain raw data, process that data and analyse and interpret it in a way that enables sound decision-making.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify and access data sources available to the business	1.1 Scope and define data collection requirements of the business question or issue 1.2 Identify and assess data sources 1.3 Research and/or collate data in accordance with legislation, policies and guidelines 1.4 Evaluate accuracy and appropriateness of data

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Element	Performance criteria
	1.5 Record data 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 Collect, store and retrieve data using software in accordance with legislation, policy and guidelines 2.2 Use spreadsheet tools to retrieve data and present it in suitable formats 2.3 Display graphical data in accordance with presentation principles 2.4 Perform quantitative and/or qualitative analysis to obtain required outcome 2.5 Use analysis and descriptive tools and techniques appropriately given the nature of the information and the required outcomes 2.6 Identify and describe methodological limitations 2.7 Calculate summary statistics from the given data set in accordance with the business requirement
3. Produce information for business decision making	3.1 Interpret data summaries and trends in accordance with accepted standards 3.2 Interpret and explain statistical tests 3.3 Interpret data to enable informed business decision-making 3.4 Present data, charts and maps clearly for ease of understanding 3.5 Include glossaries, technical notes and referencing, where required 3.6 Prepare and present reports that include statistical concepts, tables, charts and maps in accordance with enterprise policies and procedures 3.7 Present findings appropriately for the audience 3.8 Use charts appropriately in presentations, taking into account the variables being charted and accepted standards 3.9 Communicate assumptions informing interpretation in accordance with audience needs

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

MTMBUS803A Analyse data for business decision making	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPMGT809 Analyse data for business decision making

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Candidates must complete workplace-relevant activities which involve assembling or obtaining raw data, processing it, and analysing and interpreting it in a way that enables sound decision-making. Evidence must demonstrate the candidate's consistency of performance over time.

Candidates must demonstrate 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 relevant to business decision making
- use research skills to identify and collect data
- manage risk
- differentiate between different types of data
- differentiate between inferential and descriptive statistics
- apply linear regression and correlation analysis techniques
- provide advice for business decision making based on the results of statistical analysis

Knowledge Evidence

Candidates must demonstrate specialised and integrated technical and theoretical knowledge of:

- relevant legislation, codes of practice and standards
- use of statistical data for business decision making
- methods of data presentation
- methods of describing data

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- risk and uncertainty
- interval estimation
- hypothesis testing
- comparing group differences
- simple linear regression and correlation
- multiple regression
- time-series analysis
- the strengths and limitations of results produced by each statistical technique (error correction and hypothesis testing)

Assessment Conditions

Competency must be demonstrated through sustained performance over time, at an appropriate level of responsibility and under typical operating and production conditions for the enterprise.

Assessment must ensure:

- 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 including organisational policies and procedures, relevant legislation

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPP201 Operate a poultry dicing, stripping or mincing process

Modification History

Release	Comments
Release 1	This version released with Australian Meat Industry Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a poultry product dicing, stripping or mincing process.

This unit applies to individuals who apply basic operating principles to the operation and monitoring of dicing, stripping or mincing equipment and processes in a poultry production environment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, work health and safety, and environmental codes, regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Poultry Processing (P)

Elements and Performance Criteria

Elements	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the dicing, stripping or mincing equipment and process for operation	1.1 Confirm the availability of raw product, additives and equipment to meet the process requirements 1.2 Identify and confirm cleaning and maintenance requirements and

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Elements	Performance criteria
	status 1.3 Identify and fit personal protective clothing and equipment as required by workplace safety procedures 1.4 Fit and adjust machine components and related attachments according to operating requirements 1.5 Enter required processing or operating parameters to meet process requirements 1.6 Check equipment performance and adjust if required, to meet process requirements 1.7 Conduct pre-start checks according to workplace requirements
2. Operate and monitor the dicing, stripping or mincing process	2.1 Start up and operate the dicing, stripping or mincing process according to health and safety, food safety and environmental guidelines 2.2 Monitor equipment to identify variations in operating conditions 2.3 Identify and report variations in equipment operation and maintenance requirements according to workplace procedures 2.4 Monitor process to confirm that the product meets the required specifications 2.5 Identify, rectify or report out-of-specification product or process outcomes 2.6 Maintain the work area according to workplace cleaning and sanitation standards 2.7 Maintain workplace records in required format
3. Shut down the dicing, stripping or mincing process	3.1 Identify and implement the appropriate shutdown procedure 3.2 Identify and report maintenance requirements according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret standard operating procedures and machinery operation requirements

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Skill	Description
Writing	• Complete records according to workplace guidelines
Numeracy	• Monitor control points and adjust product flow rate for equipment • Monitor mixing times for the mincing process
Navigate the world of work	• Apply workplace procedures relevant to own role • Understand main tasks, responsibilities and boundaries of own role, including personal protective clothing and equipment, housekeeping standards and environmental care requirements
Interact with others	• Report operational and safety information using required communication method
Get the work done	• Solve routine problems according to workplace guidelines

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPP201 Operate a poultry dicing, stripping or mincing process	FDFPO2001A Operate a dicing, stripping or mincing process	Updated to meet Standards for Training Packages Code and title updated to reflect changed training package	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPP201 Operate a poultry dicing, stripping or mincing process

Modification History

Release	Comments
Release 1	This version released with Australian Meat Industry Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria in this unit. There must be evidence that the individual has demonstrated the dicing, stripping or mincing process at least once, including:

- confirming availability of materials for dicing, stripping or mincing process
- identifying and applying safe work practices
- selecting, fitting and using appropriate personal protective clothing and equipment
- conducting pre-start checks on machinery used for dicing, stripping or mincing
- starting, operating, monitoring and adjusting dicing, stripping or mincing process equipment to achieve required quality outcomes
- taking corrective action in response to typical faults and inconsistencies
- completing workplace records in required format
- safely shutting down equipment
- applying food safety procedures to work practices.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the dicing, stripping and mincing process, including temperature generated by the process and effect on product
- basic operating principles and parameters of equipment, including the main equipment components, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation
- operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems

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- services required for the dicing, stripping and mincing process and action to take if services are not available
- quality characteristics to be achieved by the dicing, stripping and mincing process
- quality requirements of materials suitable for processing and effect of variation on process performance
- methods used to monitor the process, including inspecting, measuring and testing
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination and food safety risks associated with the dicing and stripping and mincing process, and related control measures
- typical health and safety hazards associated with the poultry product dicing, stripping or mincing process and controls to managing hazards
- requirements of different shutdowns as appropriate to the dicing, stripping and mincing process, and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage
- workplace requirements for recording and reporting production and performance information
- environmental issues and controls relevant to the dicing, stripping and mincing process, including waste and rework collection and handling procedures
- workplace cleaning and sanitation procedures relevant to the poultry product dicing, stripping or mincing process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a poultry production workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - dicing, stripping and mincing equipment and tubs
  - raw product and associated additives or seasonings
  - testing equipment
  - cleaning materials and equipment
  - workplace information recording system
- specifications:
  - work procedures, including safe work practices, food safety, quality, cleaning and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule/batch instructions
  - sampling schedules and test procedures
  - recording requirements and procedures.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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AMPP202 Operate a poultry evisceration process

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Industry Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down the evisceration process to deliver the poultry carcase ready for chilling.

This unit applies to individuals who apply basic operating principles to the operation and monitoring of evisceration equipment and processes in a poultry production environment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, work health and safety, and environmental codes, regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Poultry Processing (P)

Elements and Performance Criteria

Elements	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the evisceration equipment and process for operation	1.1 Confirm poultry carcases are available to meet process requirements 1.2 Identify and confirm cleaning and maintenance requirements and status

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Elements	Performance criteria
	1.3 Identify and fit personal protective clothing and equipment as required by workplace safety procedures 1.4 Adjust equipment to meet safety and production requirements 1.5 Check equipment performance and adjust if required, to meet process requirements 1.6 Conduct pre-start checks according to workplace requirements
2. Operate and monitor the evisceration process	2.1 Start up and operate the evisceration process according to health and safety, food safety and environmental guidelines 2.2 Monitor equipment to identify variation in operating conditions 2.3 Identify and report variations in equipment operation and maintenance requirements 2.4 Remove viscera to specifications 2.5 Identify, rectify or report out-of-specification product or process outcomes 2.6 Maintain the work area according to workplace cleaning and sanitation standards 2.7 Maintain workplace records in required format
3. Shut down the evisceration process	3.1 Identify and implement the appropriate shutdown procedure 3.2 Identify and report maintenance requirements according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret standard operating procedures and machinery operation requirements
Writing	• Complete records according to workplace guidelines
Numeracy	• Monitor supply and flow of carcases to and from the evisceration process
Navigate the world of work	• Apply workplace procedures relevant to own role • Understand main tasks, responsibilities and boundaries of own role,

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Skill	Description
	including use of personal protective clothing and equipment, housekeeping standards and environmental care requirements
Interact with others	• Report operational and safety information using required communication method
Get the work done	• Solve routine problems according to workplace guideline

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPP202 Operate a poultry evisceration process	FDFPO2002A Operate an evisceration process	Updated to meet Standards for Training Packages Code and title updated to reflect changed training package	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPP202 Operate a poultry evisceration process

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Industry Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has demonstrated the poultry evisceration process at least once, including:

- confirming availability of materials
- identifying and applying safe work practices
- selecting, fitting and using appropriate personal protective clothing and equipment
- conducting pre-start checks on machinery used for evisceration
- starting, operating, monitoring and adjusting evisceration process equipment to achieve required quality outcomes
- taking corrective action in response to typical faults and inconsistencies
- completing workplace records in required format
- safely shutting down equipment
- applying food safety procedures to work practices.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the evisceration process, including the internal organs of birds, package removal requirements and consequences of poor removal processes
- basic operating principles of equipment, including main equipment components, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation
- services required for an evisceration process and action to take if services are not available
- adjustments required to take account of different bird size and type
- quality characteristics to be achieved by each stage of the evisceration process
- the effect of each stage of the evisceration process on the quality of the end product

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- the effect of variation in carcase condition and age on evisceration process and outcomes
- operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- methods used to monitor the evisceration process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination and food safety risks associated with the evisceration process and related control measures
- work health and safety hazards associated with the evisceration process and controls, including the use of personal protective equipment and the limitations of personal protective equipment
- requirements of different shutdowns as appropriate to the evisceration process and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage
- requirements for reporting production and performance information
- environmental issues and controls relevant to the evisceration process, including waste and rework collection and handling procedures related to the process
- workplace cleaning and sanitation procedures relevant to the poultry evisceration process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a poultry production workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - evisceration equipment and services
  - carcases
  - testing equipment
  - cleaning materials and equipment
  - workplace information recording system
- specifications:
  - work procedures, including safe work practices, food safety, quality, cleaning and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule/batch instructions
  - sampling schedules and test procedures
  - recording requirements and procedures.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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AMPP203 Grade poultry carcase

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Industry Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to identify and grade poultry carcase quality for further processing or packing.

This unit applies to individuals who grade carcases in a poultry production environment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, work health and safety, and environmental codes, regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Poultry Processing (P)

Elements and Performance Criteria

Elements	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the grading process for operation	1.1 Confirm the availability of washed and chilled carcases to meet the process requirements 1.2 Identify and fit appropriate personal protective clothing and equipment as required by workplace safety procedures

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Elements	Performance criteria
2. Inspect and grade carcases	2.1 Inspect and grade carcases to workplace quality specifications 2.2 Identify, rectify or report out-of-specification product or process outcomes according to workplace requirements 2.3 Maintain the work area according to workplace cleaning and sanitation standards
3. Complete the grading process	3.1 Follow workplace procedures to shut down the process 3.2 Maintain workplace records in required format

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret standard operating procedures and machinery operation requirements
Writing	• Complete records according to workplace guidelines
Numeracy	• Monitor supply and flow of carcases to and from the grading process
Navigate the world of work	• Apply workplace procedures relevant to own role • Understand main tasks, responsibilities and boundaries of own role, including use of personal protective clothing and equipment, housekeeping standards and environmental care requirements
Interact with others	• Report operational and safety information using required communication method
Get the work done	• Solve routine problems according to workplace guidelines

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
AMPP203 Grade poultry carcase	FDFPO2003A Grade carcass	Updated to meet Standards for Training Packages Minor changes to unit to clarify intent Code and title updated to reflect changed training package	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPP203 Grade poultry carcase

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Industry Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has graded at least three different carcasses, including:

- identifying and applying safe work practices
- selecting, fitting and using appropriate personal protective clothing and equipment
- assessing the quality of carcase
- deciding on the grade of carcase
- identifying out-of-specification carcases
- completing workplace records in required format
- safely shutting down equipment
- applying food safety procedures to work practices.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of the grading and weighing process, including grading criteria and specifications at each level and the uses of product at each grade
- common types of damage or out-of-specification conditions and likely causes, including damage likely to be caused by poor handling of the carcase
- methods used to grade carcases, including visual inspection
- contamination and food safety risks associated with the grading process and related control measures
- work health and safety hazards associated with the grading process and related controls
- procedures for taking the grading process offline in preparation for cleaning and maintenance
- requirements for recording production and performance information
- workplace cleaning and sanitation procedures relevant to the poultry grading process
- environmental issues and controls relevant to the grading process, including waste collection and handling procedures related to the process.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a poultry production workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - carcases to be graded
  - cleaning materials and equipment
  - workplace information recording system
- specifications:
  - work procedures, including safe work practices, food safety, quality, cleaning and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule/batch instructions
  - sampling schedules and test procedures
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPP204 Harvest edible poultry offal

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 4.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to sort, harvest and clean edible poultry offal.

This unit applies to individuals who apply basic operating principles to the operation and monitoring of edible offal harvesting equipment and processes in a poultry production environment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety and work health and safety, regulations and legislation that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Poultry Processing (P)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the harvesting	1.1 Ensure the availability of product to meet production requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
equipment and process for operation	1.2 Identify and fit personal protective clothing and equipment as required by workplace safety procedures 1.3 Check equipment is ready for use 1.4 Carry out pre-start checks according to workplace requirements
2. Harvest and sort edible offal	2.1 Start up and operate the harvesting and sorting process according to health and safety, food safety and environmental guidelines 2.2 Identify edible offal according to workplace guidelines 2.3 Separate, sort and collect offal to meet production requirements 2.4 Monitor and identify, rectify or report out-of-specification product or process outcomes and equipment 2.5 Identify and set aside offal of unacceptable quality 2.6 Maintain the work area according to workplace cleaning and sanitation standards 2.7 Maintain workplace records in required format
3. Shut down the offal harvesting process	3.1 Collect, handle and remove edible offal according to workplace procedures 3.2 Dispose of offal waste according to workplace procedures 3.3 Identify and follow workplace procedures for shutting down the process 3.4 Identify and report maintenance requirements according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret standard operating procedures
Writing	• Complete records according to workplace guidelines

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Skill	Description
Numeracy	• Monitor supply and flow of materials to and from the harvesting and cleaning process
Navigate the world of work	• Apply workplace procedures relevant to own role • Understand main tasks, responsibilities and boundaries of own role, including use of personal protective clothing and equipment, housekeeping standards and environmental care requirements
Interact with others	• Report operational and safety information using required communication method
Get the work done	• Solve routine problems according to workplace guidelines

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPP204 Harvest edible poultry offal Release 2	AMPP204 Harvest edible poultry offal Release 1	Performance criteria related to Element 2 renumbered	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPP204 Harvest edible poultry offal

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 4.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has demonstrated all steps of the offal harvesting process at least once, including:

- confirming availability of materials
- selecting, fitting and using appropriate personal protective clothing and equipment
- conducting pre-start checks on machinery used for harvesting edible offal
- starting, operating, monitoring and adjusting process equipment to achieve required quality outcomes
- taking corrective action in response to typical faults and inconsistencies
- completing workplace records in required format
- applying safe work practices and identified work health and safety hazards and controls
- safely shutting down offal harvesting equipment
- applying food safety procedures to work practices.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the offal harvesting and cleaning process, including the structure and internal organs of poultry to identify, separate and remove
- contamination that can occur when offal is not correctly removed
- basic operating principles of equipment, such as main equipment components, their purpose and operating capacities, and the status and purpose of guards
- typical equipment faults and related causes, including signs and symptoms of faulty equipment

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- quality standards for types of edible offal collected
- methods used to monitor the harvesting process, including inspecting, measuring and testing
- inspection points (control points) in the harvesting and cleaning process and the related procedures and recording requirements
- contamination and food safety risks associated with the harvesting process and related control measures
- work health and safety hazards and controls, including the limitations of personal protective equipment relevant to the harvesting of offal
- requirements of different shutdowns as appropriate to the harvesting and cleaning process and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage
- requirements for reporting production and performance information
- environmental issues and controls relevant to the harvesting process, including waste and rework collection, handling and recycling procedures
- workplace cleaning and sanitation procedures relevant to the harvesting process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a poultry production workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - offal harvesting, cleaning and washing equipment, accessories and services
  - offal to be harvested
  - cleaning materials and equipment
  - workplace information recording system
- specifications:
  - edible offal specifications, control points and processing parameters
  - work procedures, including advice on safe work practices, food safety, quality, cleaning and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule and batch instructions
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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AMPP205 Operate a poultry marinade injecting process

Modification History

Release	Comments
Release 1	This version released with Australian Meat Industry Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a poultry marinade injection process.

This unit applies to individuals who apply basic operating principles to the operation and monitoring of marinade injecting equipment and processes in a poultry production environment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, work health and safety, and environmental codes, regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Poultry Processing (P)

Elements and Performance Criteria

Elements	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the marinade injection equipment and process for operation	1.1 Confirm materials are available to meet production requirements 1.2 Identify and confirm cleaning and maintenance requirements

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Elements	Performance criteria
	1.3 Identify and fit personal protective clothing and equipment as required by workplace safety procedures 1.4 Fit and adjust machine components and related attachments to meet requirements 1.5 Enter processing or operating parameters required for the process 1.6 Check and adjust equipment performance to meet process requirements 1.7 Conduct pre-start checks according to workplace requirements
2. Operate and monitor the marinade injection process	2.1 Prepare and load marinade to meet production requirements 2.2 Start up and operate the process according to workplace procedures 2.3 Monitor equipment to identify variation in operating conditions and adjust or report variations according to production requirements 2.4 Monitor each stage of the process to confirm specifications are met 2.5 Identify, rectify or report out-of-specification product or process outcomes 2.6 Maintain the work area according to workplace cleaning and sanitation procedures 2.7 Maintain workplace records in required format
3. Shut down the marinade injection process	3.1 Identify and implement the appropriate shutdown procedure 3.2 Identify and report maintenance requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret standard operating procedures for the marinade injecting process
Writing	• Complete records according to workplace guidelines
Numeracy	• Monitor marinade level and temperature • Monitor supply and flow of marinade and poultry to and from the

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Skill	Description
	marinade injection process
Navigate the world of work	• Apply workplace procedures relevant to own role • Understand main tasks, responsibilities and boundaries of own role, including use of personal protective clothing and equipment, housekeeping standards and environmental care requirements
Interact with others	• Report operational and safety information to relevant personnel using required communication method
Get the work done	• Solve routine problems according to workplace guidelines

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPP205 Operate a poultry marinade injecting process	FDFPO2005A Operate a marinade injecting process	Updated to meet Standards for Training Packages Code and title updated to reflect changed training package	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPP205 Operate a poultry marinade injecting process

Modification History

Release	Comments
Release 1	This version released with Australian Meat Industry Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements, performance criteria in this unit. There must be evidence that the individual has demonstrated all steps of at least one complete marinade injecting process, including:

- confirming availability of materials
- selecting, fitting and using appropriate personal protective equipment
- conducting pre-start checks on machinery used for marinade injecting process
- starting, operating, monitoring and adjusting marinade injecting process equipment to achieve required quality outcomes
- taking corrective action in response to typical faults and inconsistencies
- completing workplace records in required format
- applying safe work practices and identifying work health and safety hazards and controls
- safely shutting down equipment
- applying food safety procedures to work practices.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the marinade injection process
- basic operating principles and parameters of equipment, such as main equipment components, including pumps and needle bed, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- corrective action required where operation is outside specified operating parameters
- the effect of marinade injection process on the quality of end product
- the flow of the marinade injection process and the effect of outputs on downstream processes

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- quality characteristics to be achieved by the marinade injection process
- quality requirements of marinade and bird carcases and effect of variation on process performance
- methods used to monitor the marinade injection process, including inspecting, measuring and testing as required by the process
- inspection or test points (control points) in the marinade injection process and the related procedures and recording requirements
- contamination and food safety risks associated with the marinade injection process and related control measures, including equipment checks required and traceability procedures to be followed where a broken or damaged needle is identified
- work health and safety hazards relevant to the poultry marinade process and appropriate controls
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage
- requirements for recording and reporting production and performance information
- environmental issues and controls relevant to the marinade injection process, including waste/rework collection, recycling and handling procedures related to the process
- workplace cleaning and sanitation procedures relevant to the marinade injection process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a poultry production workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - marinade preparation and injection and conveying process and related equipment and services
  - poultry and marinade mix for processing
  - cleaning materials and equipment
  - workplace information recording system
- specifications:
  - work procedures, including advice on safe work practices, food safety, cleaning, quality and environmental requirements
  - information on equipment capacity, control points and operating parameters
  - production schedule/batch instructions
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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AMPP206 Operate a poultry washing and chilling process

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Industry Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down spin and/or air chilling equipment used to wash and chill poultry carcases.

This unit applies to individuals who apply basic operating principles to the operation and monitoring of washing and chilling equipment and processes in a poultry production environment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, work health and safety, and environmental codes, regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Poultry Processing (P)

Elements and Performance Criteria

Elements	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the chilling equipment and process for operation	1.1 Confirm suitable carcases are available 1.2 Identify and confirm cleaning and maintenance requirements 1.3 Identify and fit personal protective clothing and equipment as

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Elements	Performance criteria
	required by workplace safety procedures 1.4 Enter processing or operating parameters to meet requirements 1.5 Check and adjust equipment performance 1.6 Conduct pre-start checks according to workplace requirements
2. Operate and monitor the chilling process	2.1 Start up and operate the chilling process according to workplace requirements 2.2 Monitor equipment to identify variation in operating conditions and adjust or report variations according to production requirements 2.3 Monitor each stage of the process to confirm specifications are met 2.4 Identify, rectify or report out-of-specification product or process outcomes 2.5 Maintain the work area according to workplace cleaning and sanitation requirements 2.6 Enter workplace records in required format
3. Shut down the chilling process	3.1 Identify and implement the appropriate shutdown procedure 3.2 Identify and report maintenance requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret standard operating procedures for the washing and chilling process
Writing	• Complete records according to workplace guidelines
Numeracy	• Monitor control points for air and water temperature and water tank levels • Monitor carcase immersion time
Navigate the world of work	• Apply workplace procedures relevant to own role • Understand main tasks, responsibilities and boundaries of own role, including use of personal protective clothing and equipment, housekeeping standards and environmental care requirements

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Skill	Description
Interact with others	• Report operational and safety information to relevant personnel using required communication method
Get the work done	• Solve routine problems according to workplace guidelines

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPP206 Operate a poultry washing and chilling process	FDFPO2006A Operate a washing and chilling process	Updated to meet Standards for Training Packages Code and title updated to reflect changed training package	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPP206 Operate a poultry washing and chilling process

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Industry Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria in this unit. There must be evidence that the individual has demonstrated at least one entire washing and chilling process, including:

- confirming availability of materials and equipment
- selecting, fitting and using appropriate personal protective equipment
- conducting pre-start checks on machinery used for a washing and chilling process
- starting, operating, monitoring and adjusting washing and chilling process equipment to achieve required quality outcomes
- taking corrective action in response to typical faults and inconsistencies
- completing workplace records in required format
- applying safe work practices and identified work health and safety hazards and controls
- safely shutting down equipment
- applying food safety procedures to work practices.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the chilling process, including the purpose of both washing and chilling as it affects bacterial load
- basic operating principles and parameters of equipment, such as main equipment components, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation
- corrective action required where operation is outside specified operating parameters, such as specifications for temperature range of washers and chillers
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- services required for the washing and chilling process and action to take if services are not available

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- the effect of each stage on the quality of end product, including the relationship between immersion time, water temperature, and agitation on the amount of water absorbed by the carcase and on washing efficiency
- the flow of the chilling process and the effect of outputs on downstream processes
- quality characteristics to be achieved by the chilling process
- quality requirements of carcases and materials and effect of variation on chilling process performance
- methods used to monitor the chilling process, such as inspecting, measuring and testing as required by the process
- inspection or test points (control points) in the chilling process and the related procedures and recording requirements, including procedures for measuring deep muscle temperature
- contamination and food safety risks associated with the chilling process and related control measures
- work health and safety hazards and controls relevant to poultry washing and chilling, including the limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to the chilling process and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage
- requirements for recording and reporting production and performance information
- workplace cleaning and sanitation procedures
- environmental issues and controls relevant to the chilling process, including waste and rework collection, handling and recycling procedures related to the process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a poultry production workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - washing and chilling and conveying process, related equipment and services
  - carcases to be washed and chilled
  - cleaning materials and equipment
  - workplace information recording system
- specifications:
  - work procedures, including advice on safe work practices, food safety, cleaning, quality and environmental requirements
  - information on equipment capacity, control points and operating parameters
  - production schedule/batch instructions
  - recording requirements and procedures.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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AMPP207 Operate the bird receival and hanging process

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Industry Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to receive and hang live poultry.

This unit applies to individuals who apply basic operating principles to the bird receival equipment and processes in a poultry processing environment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, work health and safety, and environmental codes, regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Poultry Processing (P)

Elements and Performance Criteria

Elements	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the receiving and hanging equipment and process for operation	1.1 Confirm live birds are available for production requirements 1.2 Identify and confirm cleaning and maintenance requirements 1.3 Identify and fit personal protective clothing and equipment as required by workplace safety procedures

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Elements	Performance criteria
	1.4 Fit and adjust machine components and related attachments according to production requirements 1.5 Conduct pre-start checks according to workplace requirements
2. Receive and hang birds	2.1 Inspect and confirm birds against load documentation 2.2 Operate conveyors and related equipment to meet unloading requirements 2.3 Monitor equipment to identify variation in operating conditions and adjust or report variations according to production requirements 2.4 Monitor each stage of the process to confirm specifications are met 2.5 Identify, rectify or report out-of-specification product or process outcomes 2.6 Inspect bird condition and remove unacceptable birds according to workplace procedures 2.7 Hang birds according to workplace procedures 2.8 Complete workplace records in required format
3. Shut down the receiving and hanging process	3.1 Identify and implement procedures for shutting down the receival conveyors and related equipment 3.2 Identify and report maintenance requirements according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret standard operating procedures for the bird receival and hanging process
Writing	• Complete records according to workplace guidelines
Numeracy	• Sequence receival and hanging activities to minimise time between receival and processing • Check humidity gauges and ambient temperatures to maintain the receival environment

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Skill	Description
Navigate the world of work	• Apply workplace procedures relevant to own role • Understand main tasks, responsibilities and boundaries of own role, including use of personal protective clothing and equipment, housekeeping standards and environmental care requirements
Interact with others	• Report operational and safety information to relevant personnel using required communication method
Get the work done	• Solve routine problems according to workplace guidelines

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPP207 Operate the bird receival and hanging process	FDFPO2007A Operate the bird receival and hanging process	Updated to meet Standards for Training Packages Code updated to reflect changed training package	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPP207 Operate the bird receival and hanging process

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Industry Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has demonstrated the following steps of the bird receival and hanging process at least once:

- confirmed availability of materials including live poultry for hanging
- selected, fitted and used appropriate personal protective equipment
- conducted pre-start checks on machinery used for receiving and hanging birds
- started, operated, monitored and adjusted bird receival and hanging equipment to achieve required quality outcomes
- taken corrective action in response to typical faults and inconsistencies
- completed workplace records in required format
- applied safe work practices and identified work health and safety hazards and controls
- safely shut down bird receival and hanging equipment
- applied food safety procedures to work practices.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic principles of bird handling, including humane treatment of birds; conditions that stress birds; and environmental design features to minimise stress, such as airflow, humidity and temperature controls
- acceptable time from bird receival to bird processing and consequences of delays in processing on product quality
- the flow of the receival and hanging process on further processing or packing stages to produce a final product
- basic operating requirements of equipment used in the bird receival and hanging process and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems

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- methods used to monitor the receival and hanging process, including monitoring that the receival process is paced to deliver birds to processing and/or packing areas without delay, bird condition is acceptable, the receival environment is appropriate and birds are shackled correctly
- consequences of poor receival and hanging on product quality
- work health and safety hazards and controls associated with the bird receival and hanging process
- environmental issues and controls relevant to the receival and hanging process, including procedures for disposing of dead or unfit birds
- requirements of different shutdowns as appropriate to the receival and hanging process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- requirements for recording and reporting production and performance information
- typical workplace receival documentation and related load identification procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a poultry production workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - receival, and hanging process and related equipment and services
  - birds to use in the process
  - workplace information recording system
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity, control points and operating parameters
  - production schedule/batch instructions
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPP208 Operate a poultry stunning, killing and defeathering process

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Industry Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a process to stun, kill and defeather birds.

This unit applies to individuals who apply basic operating principles to the operation and monitoring of stunning, killing and defeathering equipment and processes in a poultry production environment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, work health and safety, and environmental codes, regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Poultry Processing (P)

Elements and Performance Criteria

Elements	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the stun, kill and defeather equipment	1.1 Confirm birds are available to meet operational requirements

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Elements	Performance criteria
and process for operation	1.2 Identify and confirm cleaning and maintenance requirements 1.3 Identify and fit personal protective clothing and equipment as required by workplace safety procedures 1.4 Fit and adjust machine components and related attachments 1.5 Enter processing or operating parameters required for the process 1.6 Check and adjust equipment performance to meet process requirements 1.7 Conduct pre-start checks according to workplace requirements
2. Monitor each stage of the stun, kill and defeather process	2.1 Start up and operate the stun, kill and defeathering process according to workplace procedures 2.2 Monitor equipment to identify variation in operating conditions and adjust or report variations according to production requirements 2.3 Monitor each stage of the process to confirm specifications are met 2.4 Confirm that birds are stunned, killed and bled to specification 2.5 Remove feathers and heads to specification 2.6 Identify, rectify or report out-of-specification product or process outcomes 2.7 Maintain the work area according to workplace cleaning and sanitation procedures 2.8 Maintain workplace records in required format
3. Shut down the stun, kill and defeather process	3.1 Identify and implement the appropriate shutdown procedure 3.2 Identify and report maintenance requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret standard operating procedures for the stunning, killing and defeathering process
Writing	• Complete records according to workplace guidelines

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Skill	Description
Numeracy	• Monitor and adjust the stun, kill and defeather process control points including bleeding time, scald water temperature, immersion time and line speed • Monitor supply and flow of materials to and from the stun, kill and defeather process to the evisceration process
Navigate the world of work	• Apply workplace procedures relevant to own role • Understand main tasks, responsibilities and boundaries of own role, including use of personal protective clothing and equipment, housekeeping standards and environmental care requirements
Interact with others	• Report operational and safety information to relevant personnel using required communication method
Get the work done	• Solve routine problems according to workplace guidelines and using experience of past solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPP208 Operate a poultry stunning, killing and defeathering process	FDFPO2008A Operate a stunning, killing and defeathering process	Updated to meet Standards for Training Packages Code and title updated to reflect changed training package	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPP208 Operate a poultry stunning, killing and defeathering process

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Industry Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has demonstrated all steps of a stunning, killing and defeathering process at least once including:

- confirming availability of materials including bird supply
- selecting, fitting and using appropriate personal protective equipment
- conducting pre-start checks on machinery used for stunning, killing and defeathering
- starting, operating, monitoring and adjusting stun, kill and defeathering process equipment to achieve required quality outcomes
- taking corrective action in response to typical faults and inconsistencies
- completing workplace records in required format
- applying safe work practices and identifying work health and safety hazards and controls
- shutting down equipment safely
- applying food safety procedures to work practices.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of each part of the stun, kill and defeather process
- basic principles of bird handling, including humane treatment of birds; conditions that stress birds; and environmental design features to minimise stress, such as airflow, humidity and temperature controls
- basic operating requirements and parameters of equipment used in the poultry stunning, killing and defeathering process and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems

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- the effect of each stage on the quality of end product, including the relationship between the bleeding stage and final product quality and between scald temperature and immersion time on the defeathering stage
- quality characteristics to be achieved by the stun, kill and defeather process
- methods used to monitor the stun, kill and defeather process
- inspection or test points (control points) in the process and the related procedures
- contamination and food safety risks associated with the stun, kill and defeather process and related control measures
- work health and safety hazards and controls associated with poultry stunning, killing and defeathering process
- environmental issues and controls relevant to the stun, kill and defeather process, including systems in place to collect, treat and dispose of waste and by-products including blood, water, feathers and bird parts
- requirements of different shutdowns as appropriate to the stun, kill and defeather process and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage
- requirements for recording and reporting production and performance information
- workplace cleaning and sanitation procedures relevant to the stun, kill and defeather process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a poultry production workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - stunning, killing and defeathering equipment and related conveying process and services
  - birds to be processed
  - cleaning materials and equipment
  - workplace information recording system
- specifications:
  - work procedures, including advice on safe work practices, food safety, cleaning, quality and environmental requirements
  - information on equipment capacity, control points and operating parameters
  - production schedule
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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AMPP301 Operate a poultry carcase delivery system

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Industry Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to plan, set up and operate a carcase delivery system to deliver birds to the packaging area to meet production orders.

This unit applies to individuals who apply basic operating principles to the operation and monitoring of a carcase delivery system in a poultry production environment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, work health and safety, and environmental codes, regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Poultry Processing (P)

Elements and Performance Criteria

Elements	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the poultry carcase delivery system for operation	1.1 Select and load computer program to suit product requirements 1.2 Control line start-up to meet production requirements 1.3 Identify bird drop requirements

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Elements	Performance criteria
	1.4 Set system to meet production requirements 1.5 Identify and fit personal protective clothing and equipment as required by workplace safety procedures 1.6 Carry out pre-start checks according to workplace procedures
2. Monitor system operation	2.1 Enter new orders and set system parameters to meet requirements through the day 2.2 Adjust priorities to meet production and customer requirements 2.3 Monitor weight ranges and adjust system settings to meet customer orders 2.4 Identify variation in equipment operation and report maintenance requirements 2.5 Confirm that specifications are met 2.6 Identify, rectify or report out-of-specification product or process outcomes according to workplace requirements
3. Hand over system operation	3.1 Maintain workplace records in required format 3.2 Carry out handover according to workplace procedures 3.3 Ensure process operators are aware of system and related equipment status at completion of handover
4. Shut down the system	4.1 Identify and implement the appropriate shutdown procedure 4.2 Identify and report maintenance requirements according to workplace procedures
5. Contribute to continuous improvement of the system	5.1 Review system performance against output targets 5.2 Suggest opportunities for system improvements 5.3 Suggest improvements to operational procedures or processes

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret standard operating procedures and directions for the safe operation of equipment used in the carcase delivery system

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Skill	Description
Writing	• Records information related to equipment operation in required format
Numeracy	• Confirm that number of birds matches production order requirements • Monitor system operation including timely flow and delivery of birds to meet production requirements
Navigate the world of work	• Apply workplace procedures relevant to own role • Understand main tasks, responsibilities and boundaries of own role, including use of personal protective clothing and equipment, housekeeping standards and environmental care requirements
Interact with others	• Use appropriate vocabulary, including technical language directly relevant to role • Report system performance using required communication method
Get the work done	• Identify and address routine problems according to workplace guidelines

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPP301 Operate a poultry carcase delivery system	FDFPO3001A Operate a chickway system	Updated to meet Standards for Training Packages Content updated to match current industry requirements Code and title updated to reflect changed training package	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPP301 Operate a poultry carcase delivery system

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Industry Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has demonstrated all steps to operate a carcase delivery system at least once, including:

- selecting and loading correct computer program
- selecting, fitting and using appropriate personal protective equipment
- conducting pre-start checks on system
- setting computer settings to meet production requirements
- starting, operating, monitoring and adjusting equipment to achieve required quality outcomes
- taking corrective action in response to typical faults and inconsistencies
- completing workplace records in required format
- applying safe work practices and identifying work health and safety hazards and controls
- conducting production handover
- safely shutting down equipment
- applying food safety procedures to work practices
- contributing to workplace improvements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- carcase delivery system configuration, including system flow, layout and drop points
- customer ordering procedures, including common terms used to describe product and order requirements, and criteria to apply to prioritise customer orders
- basic operating principles of equipment and programs used to:
  - deliver the required birds to the correct locations within constraints of birds available
  - generate system reports

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- limits and ranges of system to adjust for weight distribution
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- main alarms and corrective action required if alarms are activated
- systems and responsibilities for communicating required information to others
- hazards, risks and controls associated with a poultry carcase delivery system
- methods for monitoring work health and safety, food safety, quality and environmental hazards and risks
- workplace procedures for identifying and communicating system improvements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a poultry production workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - system equipment and related accessories and services
  - birds for processing
  - packing area
  - workplace information recording system
- specifications:
  - information on equipment capacity and operating parameters
  - kill schedules, customer orders and related advice on system requirements
  - communication and recording procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPP302 Debone and fillet poultry product (manually)

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Industry Training Package Version 4.0.
Release 1	This version released with AMP Australian Meat Industry Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to manually debone and fillet poultry within a poultry production environment.

This unit applies to individuals who apply basic operating principles to the operation and monitoring of manual deboning and filleting equipment and processes in a poultry production environment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, work health and safety, and environmental codes, regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Poultry Processing (P)

Elements and Performance Criteria

Elements	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the deboning	1.1 Confirm washed and chilled carcases or pieces are available

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Elements	Performance criteria
and filleting equipment and process for operation	1.2 Clean and set equipment components to meet requirements 1.3 Identify and fit personal protective clothing and equipment as required by workplace safety procedures 1.4 Check and adjust equipment performance to meet the process requirements 1.5 Conduct pre-start checks according to workplace procedures
2. Operate deboning and filleting process	2.1 Deliver carcases or pieces to the boning area according to process requirements 2.2 Inspect carcases or pieces to confirm quality specifications 2.3 Remove bones and prepare fillets to specification 2.4 Identify variation in equipment operation and rectify or report variation according to workplace requirements 2.5 Identify, rectify or report out-of-specification product or process outcomes according to workplace procedures 2.6 Clean equipment and maintain the work area according to workplace sanitation and hygiene procedures 2.7 Maintain workplace records in required format
3. Shut down the deboning/filleting process	3.1 Identify and implement the appropriate shutdown procedure 3.2 Identify and report maintenance requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret directions for the safe operation of manual deboning and filleting equipment
Writing	• Complete records according to workplace guidelines
Numeracy	• Monitor supply and flow of carcases and pieces to the manual deboning and filleting process
Navigate the world of work	• Apply workplace procedures relevant to own role and responsibilities • Understand main tasks, responsibilities and boundaries of own

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	role, including use of personal protective clothing and equipment, housekeeping standards and environmental care requirements
Interact with others	• Use appropriate vocabulary, including technical language directly relevant to role • Report manual deboning process performance using required communication method
Get the work done	• Identify and address routine problems according to workplace guidelines

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPP302 Debone and fillet poultry product (manually) Release 2	AMPP302 Debone and fillet poultry product (manually) Release 1	Typographical error corrected in Element 2	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPP302 Debone and fillet poultry product (manually)

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Industry Training Package Version 4.0.
Release 1	This version released with AMP Australian Meat Industry Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has demonstrated all steps of the manual deboning and filleting process at least once, including:

- selecting, fitting and using appropriate personal protective equipment
- conducting pre-start checks on equipment used for deboning
- assessing carcase or pieces to ensure quality
- manually deboning and filleting poultry
- taking corrective action in response to typical faults and inconsistencies
- completing workplace records in required format
- applying safe work practices and identifying work health and safety hazards and controls
- cleaning deboning equipment
- applying food safety procedures to work practices.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of the deboning and filleting process, including the skeletal structure of poultry products and the effect of this process on portion control and yield
- the flow of the deboning and filleting process and the effect of outputs on downstream processes
- quality characteristics to be achieved for the different types of cuts required, including the consequences of failing to remove bones and preparing fillets to specification
- quality requirements of carcases and pieces suitable for processing and effect of variation on process performance

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- knife techniques and handling, sharpening, cleaning and storage procedures
- basic operating principles of equipment components used in the deboning and filleting process
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- contamination and food safety risks associated with the deboning and filleting process and related control measures
- work health and safety hazards and controls, including safety related to use of knives
- procedures and responsibility for recording and reporting production and performance information
- environmental issues and controls relevant to the deboning and filleting process, including waste collection and handling procedures related to the process
- workplace maintenance, cleaning and sanitation procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a poultry production workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - deboning and filleting equipment and services
  - carcases and pieces to be filleted
  - cleaning equipment and materials
  - workplace information recording system
- specifications:
  - work procedures, including advice on safe work practices, food safety, cleaning, quality and environmental requirements
  - information on equipment capacity, processing and operating parameters
  - production schedule/batch instructions
  - sampling schedules and test procedures
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR101 Identify species and meat cuts

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to identify species and meat cuts.

This unit is applicable to boning rooms, smallgoods manufacturing and meat retail operations.

All training must be conducted according to Australian meat industry standards and regulations.

All work should be carried out to comply with workplace requirements.

This unit applies to individuals who work alongside a supervisor in most situations and exercise limited autonomy.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Meat retailing

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element
1. Identify meat cuts	1.1 Correctly identify meat cuts by cut name and species according to workplace requirements and specifications 1.2 Correctly select meat cuts by cut name and species according to workplace requirements
2. Identify primal cuts	2.1 Correctly identify primal cuts by name and species according to workplace requirements 2.2 Correctly select primal cuts by name and species according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMR101C Identify species and meat cuts	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPR101 Identify species and meat cuts

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

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.

The candidate must demonstrate ability to:

- identify meat cuts according to label on cartons (as appropriate)
- apply relevant regulatory requirements
- select and handle products according to workplace health and safety requirements

Knowledge Evidence

The candidate must demonstrate knowledge of (for a minimum of three species for meat retailing and at least one species for smallgoods manufacturing):

- primal cuts used for different cuts of meat
- principles of product selection by species, primal and cut type
- relevant regulatory requirements
- appropriate sources of information on new species or cuts
- different species and categories of meat and meat cuts

Assessment Conditions

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

The following three forms of assessment must be used

- quiz of underpinning knowledge
- demonstration in the workplace or simulated environment
- workplace referee or third party report of performance over time

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Assessors must satisfy current standards for RTOs.

Links

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AMPR102 Trim meat for further processing

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes 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.

This unit is applicable to workers in boning rooms, smallgoods manufacturing and meat retail operations.

All training must be conducted according to Australian meat industry standards and regulations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work alongside a supervisor in most situations and exercise limited autonomy.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Trim meat to workplace specifications	1.1 Trim meat to workplace specifications 1.2 Trim meat to workplace health and safety hygiene and sanitation,and workplace requirements
2. Handle product hygienically	2.1 Handle product to meet hygiene requirements
3. Handle knife effectively	3.1 Handle knife safely, hygienically and effectively

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMR102C Trim meat for further processing	E

Links

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Assessment Requirements for AMPR102 Trim meat for further processing

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must trim a variety of lesser-valued cuts of meat to workplace specifications.

The candidate must:

- demonstrate effective use of a knife to workplace health and safety, and hygiene requirements
- give examples of workplace specifications for trimming meat
- apply relevant regulatory and workplace requirements
- seek further advice from supervisor when uncertain about work instructions
- use relevant communication skills

Knowledge Evidence

The candidate must demonstrate a basic functional knowledge of:

- hygiene and safety 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
-

Assessment Conditions

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Assessment must occur in the workplace under normal operating conditions or in a simulated environment.

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The following forms of assessment must be used:

- quiz of underpinning knowledge
- demonstration in the workplace or simulated environment
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR103 Store meat product

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to store meat products.

This unit is applicable to workers in boning rooms, smallgoods manufacturing and meat retail operations.

All training must be conducted according to Australian meat industry standards and regulations.

All work should be carried out to comply with workplace and hygiene requirements.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Store meat products	1.1 Store meat products at the recommended temperature of less than 5°C 1.2 Handle meat products according to hygiene requirements 1.3 Store meat products according to workplace, regulatory, and hygiene and sanitation requirements
2. Rotate stock	2.1 Rotate meat products according to regulatory, hygiene and workplace requirements 2.2 Handle meat products according to workplace health and safety requirements

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Element	Performance criteria
	2.3 Describe shelf life of meat products
3. Maintain cleanholding room	3.1 Clean holding rooms according to regulatory, hygiene and workplace requirements.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

MTMR103C Store meat product	E

Links

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Assessment Requirements for AMPR103 Store meat product

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must demonstrate the ability to:

- 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
- seek advice from appropriate sources when working with new products
- use correct manual handling techniques for transferring product to storage facilities
- use relevant communication skills

Knowledge Evidence

The candidate must demonstrate a basic functional knowledge of:

- storage techniques which minimise risks 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

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

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Assessment must occur in the workplace under normal enterprise conditions or in a simulated environment.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- demonstration in the workplace or simulated environment
- workplace referee or third-party report of performance over time.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR104 Prepare minced meat and minced meat products

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to prepare minced meat and minced meat products in accordance with regulatory requirements.

This unit is applicable to workers in boning rooms, smallgoods manufacturing and meat retail operations.

All training must be conducted according to Australian meat industry standards and regulations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who undertake routine activities in highly structured and stable contexts.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

AMPX209 Sharpen knives

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Clean and prepare processing equipment used in the preparation of minced meat products	1.1 Prepare mincing equipment according to manufacturer specifications and workplace health and safety, and hygiene and sanitation requirements 1.2 Clean mincing equipment according to manufacturer specifications, and workplace health and safety requirements 1.3 Adjust mincing equipment as required in accordance with manufacturer specifications and workplace, health, safety and hygiene requirements
2. Mince meat	2.1 Select trimmings according to workplace policy 2.2 Cut trimmings to manufacturer specifications and workplace requirements to avoid blockages in mincer 2.3 Feed trimmings through mincer efficiently to avoid blockages and heat build-up 2.4 Accurately identify species 2.5 Separately store species according to product description 2.6 Maintain product at correct temperature during processing 2.7 Handle and store products at correct temperature and conditions
3. Prepare minced meat products	3.1 Prepare minced meat products according to regulatory, workplace, hygiene, health and safety requirements 3.2 Combine ingredients to workplace requirements 3.3 Measure fat content 3.4 Process meat in preparation for forming to product specifications and regulatory requirements 3.5 Form product to specifications and regulatory requirements 3.6 Maintain correct temperature of product during processing and handling 3.7 Store product at correct temperature and conditions

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

MTMR104C Prepare minced meat and minced meat products	E

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Assessment Requirements for AMPR104 Prepare minced meat and minced meat products

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must be observed preparing minced meat and minced meat products in accordance with regulatory requirements. Evidence must demonstrate the candidate's consistency of performance over time at production speed.

The candidate must:

- 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 health and safety, requirements
- operate a mincer to manufacturer, workplace health and safety, 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
- list minced meat products
- seek advice from appropriate sources when working with new products
- use relevant communication skills

Knowledge Evidence

The candidate must demonstrate a basic functional knowledge of:

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- conditions under which equipment may need adjusting
- fat content using chemical lean measures or visual lean estimation
- the 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

Assessment Conditions

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Assessment must occur in the workplace or in a simulated environment under normal operating conditions.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- demonstration in the workplace or simulated environment
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR105 Provide service to customers

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to provide service to customers. It also describes the skills and knowledge required to establish and maintain good customer relations. It encompasses the key skills of identifying and satisfying basic customer requirements.

This unit is applicable to workers in meat retail operations.

All training must be conducted according to Australian meat industry standards and regulations.

All work should be carried out to comply with workplace requirements.

This unit applies to individuals who work alongside a supervisor in most situations and exercise limited autonomy.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element
1. Acknowledge and greet customers	1.1 Politely acknowledge customer on entering the workplace 1.2 Greet customer when first contact is made 1.3 Offer assistance to customer according to workplace requirements
2. Establish customer requirements	2.1 Establish customer requirements by questioning, active listening and clarification of customer comments 2.2 Acknowledge customer needs 2.3 Refer customer to more experienced staff when specialist advice and/or service and products are required
3. Convey a professional image	3.1 Display behaviour when serving customer that maintains established workplace image
4. Take orders courteously and accurately	4.1 Answer telephone according to workplace requirements 4.2 Take orders from customer by phone or face-to-face accurately and according to workplace requirements 4.3 Take orders legibly and in the correct format 4.4 Arrange pick up or delivery time with the customer 4.5 Implement procedures for following up specific customer enquiries, unfilled orders or unmet customer specialist needs
5. Refer customer complaints	5.1 Acknowledge customer complaints and note issues 5.2 Courteously refer complaints to more senior staff members or managers
6. Receive customer enquiries	6.1 Receive customer enquiries 6.2 Follow up customer enquiries in accordance with workplace requirements 6.3 Inform customer in relation to enquiry
7. Record information from enquiries	7.1 Record information about enquiries to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

MTMR106C Provide service to customers	E

Links

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Assessment Requirements for AMPR105 Provide service to customers

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- 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 workplace health and safety and regulatory requirements
- use mathematical skills appropriate to the task

Knowledge Evidence

The candidate must demonstrate a basic functional 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 workplace health and safety and regulatory requirements

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

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Assessment must occur in the workplace under normal enterprise conditions or in a simulated environment.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- demonstration in the workplace or simulated environment
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR106 Process sales transactions

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to carry out the procedures for processing a sales transaction.

This unit is applicable to meat retailing operations.

All training must be conducted according to Australian meat industry standards and regulations.

All work should be carried out to comply with workplace requirements.

This unit applies to individuals who work alongside a supervisor in most situations and exercise limited autonomy.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Process transaction	1.1 Accurately process transaction 1.2 Accurately process transaction through point of sale equipment 1.3 Provide correct and accurate receipts to customer 1.4 Thank customer according to workplace requirements 1.5 Observe correct hygiene while handling cash transactions

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMR107C Process sales transactions	E

Links

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Assessment Requirements for AMPR106 Process sales transactions

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- 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 workplace health and safety requirements
- use communication skills appropriate to customer and enterprise requirements
- use mathematical skills relevant to the task

Knowledge Evidence

The candidate must demonstrate a basic functional knowledge of:

- procedures for using point of sale equipment
- workplace requirements for dealing with customer enquiries
- regulatory requirements related to weights and measures
- relevant workplace health and safety requirements
- legal requirements and details necessary for acceptance of cheques

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

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Assessment must occur in the workplace under normal enterprise conditions or in a simulated environment.

The following three forms of assessment must be used:

- demonstration in the workplace or simulated environment
- quiz of underpinning knowledge
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR107 Undertake minor routine maintenance

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to carry out minor, routine preventative maintenance in the workplace.

Workers in the retail and food service sectors may sometimes undertake minor routine maintenance. It may involve tasks such as:

- vehicle and equipment checks
- cleaning and lubrication of equipment
- servicing and minor adjustment or repairs of equipment

All training must be conducted according to Australian meat industry standards and regulations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work alongside a supervisor in most situations and exercise limited autonomy.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Select and use hand-operated or hand-held power tools	1.1 Select hand and power tools according to task requirements 1.2 Check tools before use and report unsafe and/or faulty items according to standard procedures 1.3 Use tools according to manufacturer specifications to achieve desired outcomes 1.4 Store tools safely in designated location
2. Undertake minor routine preventative maintenance	2.1 Carry out routine preventative maintenance on equipment in association with fellow workers in accordance with workplace agreements and company procedures 2.2 Apply grease and oil as directed according to manufacturer's specifications and maintenance instructions 2.3 Identify faulty application of lubricants and report according to standard procedures 2.4 Identify, rectify and/or report workplace health and safety non-compliance 2.5 Dispose of waste arising from routine preventative maintenance of according to company procedures 2.6 Record routine preventative maintenance information in the company reporting system

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMR108B Undertake minor routine maintenance	E

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Assessment Requirements for AMPR107 Undertake minor routine maintenance

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must be observed carrying out minor, routine preventative workplace maintenance. Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- 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
- 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 including 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 workplace health and safety 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

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Knowledge Evidence

The candidate must demonstrate a basic functional knowledge of:

- the purpose and use of common hand and power tools for routine preventative maintenance
- the purpose 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 enterprise objectives
- relevant regulatory and workplace requirements
- relevant workplace health and safety requirements

Assessment Conditions

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Assessment must occur in the workplace under normal enterprise conditions or in a simulated environment.

The following three forms of assessment must be used:

- workplace project
- demonstration in the workplace or simulated environment
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR108 Monitor meat temperature from receival to sale

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to monitor temperatures of meat products from the receival area to the display cabinet in a meat retail outlet.

The unit is applicable to workers in meat retail operations.

All training must be conducted according to Australian meat industry standards and regulations.

All work must be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work alongside a supervisor in most situations and exercise limited autonomy.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Monitor temperature of meat products in receival area	1.1 Check and record temperature of received meat products in line with workplace requirements 1.2 Notify supervisor when meat products are delivered at a temperature that does not meet workplace, hygiene and sanitation and regulatory requirements
2. Monitor temperature of cool room	2.1 Check and record temperature of cool room in accordance with regulatory requirements 2.2 Notify supervisor when cool room temperature does not meet workplace, hygiene and sanitation and regulatory requirements
3. Monitor display cabinet temperature	3.1 Check and record temperature of display cabinet in accordance with regulatory requirements 3.2 Notify supervisor when display cabinet temperature does not meet workplace, hygiene and sanitation and regulatory requirements
4. Monitor temperature of meat product while moving between refrigerated storage locations	4.1 Monitor temperature of meat product while outside of refrigerated storage areas to comply with workplace, hygiene and sanitation and regulatory requirements 4.2 Return meat product to refrigerated storage quickly and efficiently according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMR109B Monitor meat temperature from receival to sale	E

Links

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Assessment Requirements for AMPR108 Monitor meat temperature from receival to sale

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- measure temperature of meat products and storage areas, including receival area, cool room and display cabinets
- monitor refrigerated temperatures on a regular basis
- advise customers of suitable storage temperatures of meat product
- apply workplace health and safety 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

Knowledge Evidence

The candidate must demonstrate a basic functional knowledge of:

- suitable temperature range for meat products stored in warehouse chillers, transportation, cool rooms and display cabinets
- effects of incorrect storage temperatures on meat products
- recommended refrigerated temperature for products stored
- regulatory requirements related to storing meat products
- workplace health and safety requirements for working in refrigerated areas

Assessment Conditions

Competency must be demonstrated under typical operating conditions within the parameters of role and responsibilities.

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Assessment must occur in the workplace under normal enterprise conditions or in a simulated environment.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- demonstration in the workplace or simulated environment
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

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AMPR201 Break and cut product using a bandsaw

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to break and cut products using a bandsaw.

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.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out according to workplace and hygiene requirements.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

AMPX201 Prepare and operate bandsaw

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Break carcase into specified cuts using a bandsaw	1.1 Follow cutting lines for breaking of product according to workplace health and safety, hygiene, Quality Assurance (QA), and workplace requirements 1.2 Cut carcase into standard primal cuts according to workplace, workplace health and safety, hygiene and QA requirements
2. Cut product using a bandsaw	2.1 Cut product according to workplace, workplace health and safety, and hygiene and sanitation requirements
3. Hang and store product	3.1 Hang product according to workplace requirements 3.2 Store product according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMR201C Break and cut product using a bandsaw	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPR201 Break and cut product using a bandsaw

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time at production speed.

The candidate must:

- assemble and operate a bandsaw to manufacturer's, workplace and workplace health and safety requirements
- complete 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
- use hanging and hooking techniques according to workplace health and safety, hygiene and sanitation, QA and workplace requirements
- store and rotate 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

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- 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

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Assessment Conditions

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Assessment must occur in the workplace under normal enterprise conditions or in a simulated environment.

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.

The following three forms of assessment must be used:

- demonstration in the workplace or simulated environment
- quiz of underpinning knowledge
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR202 Provide advice on cooking and storage of meat products

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to provide information about cooking methods for various cuts of meat, in accordance with customer requirements.

This unit is applicable to workers in meat retailing operations.

All training must be conducted according to Australian meat industry standards and regulations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

AMPR105 Provide service to customers

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Provide information on cooking specific meat cuts	1.1 Identify cooking method for various meat cuts to maximise eating quality 1.2 Provide information for cooking times for various meat cuts to meet customer needs 1.3 Provide information on complementary herbs, spices, vegetables, sauces or other flavours according to customer needs
2. Provide information on specific cuts for cooking methods	2.1 Identify available meat cuts for specific cooking method according to customer needs 2.2 Provide information for cooking times for various meat cuts to meet customer needs
3. Provide information on storage and shelf life of fresh meat and cooked meat products	3.1 Provide information on the storage and shelf life of fresh meat and cooked meat products
4. Provide hygiene information on handling of meat products	4.1 Provide information on the safe and hygienic handling, storage and preparation of meat products

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMR202C Provide advice on cooking and storage of meat products	E

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Assessment Requirements for AMPR202 Provide advice on cooking and storage of meat products

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- acknowledge customer's presence
- greet customer
- establish customer needs by enquiry, listening and summarising
- be aware of cultural and ethnic differences and respond accordingly
- attend 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 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 workplace health and safety, regulatory and workplace requirements
- operate telephone system, if required
- use mathematical skills relevant to the task
- use relevant communication skills

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- effects of each cooking technique on tenderness of meat

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- 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 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 casseroling 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 workplace health and safety, regulatory and workplace requirements
- sources of information on new cooking techniques

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal enterprise conditions or in a simulated environment.

The following three forms of assessment must be used:

- demonstration in the workplace or simulated environment
- quiz of underpinning knowledge
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR203 Select, weigh and package meat for sale

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to select, weigh and package meat for sale.

This unit is applicable to workers in boning rooms and meat retailing establishments.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Select requested products	1.1 Requested meat product is recognised 1.2 Select meat product according to workplace and customer requirements
2. Weigh selected products	2.1 Weigh products according to regulatory, workplace and customer requirements 2.2 Weigh and price products accurately 2.3 Confirm sale price with customer 2.4 Prepare meat orders according to customer's recorded requirements 2.5 Prepare special, standing or repeat orders according to customer specifications
3. Wrap and pack sales items	3.1 Neatly and safely wrap or pack items according to hygiene, workplace and customer requirements 3.2 Operate wrapping equipment according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMR203C Select, weigh and package meat for sale	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPR203 Select, weigh and package meat for sale

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- 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
- explain regulatory requirements related to weighing products
- work with team members
- apply relevant workplace health and safety 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

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- regulatory requirements related to weighing products
- the effects of poor wrapping techniques on meat quality
- relevant workplace health and safety and regulatory requirements

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Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal enterprise conditions or in a simulated environment.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- demonstration in the workplace or simulated environment
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR204 Package products using manual packing and labelling equipment

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to package meat products using manual packing equipment. It includes the skills required to set up the packaging unit, accurately identify products and package products to meet customer requirements.

This unit is applicable to workers in boning rooms, meat retailing and food services enterprises.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Set weight controls	1.1 Set weight controls to production requirements
2. Package product	2.1 Package product to workplace requirements ensuring packs are undamaged and sealed, and coded to packing requirements where appropriate 2.2 Measure packaged product according to workplace requirements 2.3 Label packaged product according to workplace requirements 2.4 Package product according to workplace health and safety and hygiene requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMR204C Package product using manual packing and labelling equipment	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPR204 Package products using manual packing and labelling equipment

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time at production speed.

The candidate must:

- 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, workplace health and safety 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

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- methods of recording production
- regulatory requirements related to packaging

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- features of the packaging unit, including parts, safety features, start-up and shut-down procedures and possible faults and adjustments
- production schedule

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal enterprise conditions or in a simulated environment.

The following three methods of assessment must be used:

- quiz of underpinning knowledge
- demonstration in the workplace or simulated environment
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR205 Use basic methods of meat cookery

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to use a range of cookery methods to prepare meat dishes.

This unit is applicable to workers in 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.

All training must be conducted against Australian meat industry standards and regulations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to demonstrate

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Element	Performance criteria
essential outcomes.	achievement of the element.
1. Select and use cooking equipment and technology	1.1 Select appropriate equipment or technology for particular cooking methods 1.2 Use equipment hygienically, safely and in accordance with manufacturer's instructions
2. Use methods of meat cookery	2.1 Use various cookery methods to prepare dishes to enterprise standard 2.2 Calculate correct quantities and ratios of commodities for specific cookery methods 2.3 Complete cooking process in a logical and safe manner 2.4 Identify problems with the cooking process and promptly take corrective action 2.5 Prepare dishes using a range of methods and current technology within acceptable enterprise time frames

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMR207B Use basic methods of meat cookery	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPR205 Use basic methods of meat cookery

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must be able to cook meat dishes using all the following cooking methods:

- boiling or simmering
- stewing
- braising
- roasting
- grilling
- shallow frying

The candidate must:

- 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
- follow 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
- explain logical and time-efficient workflow
- apply relevant workplace health and safety, regulatory and workplace requirements
- use mathematical skills relevant to the task
- use relevant communication skills

Knowledge Evidence

The candidate must be able to demonstrate a basic factual, technical and procedural knowledge of:

- the effects of different cookery methods on the nutritional value of food
- underlying principles of all basic methods of meat cookery

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- 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 workplace health and safety, regulatory and workplace requirements
- major food groups, culinary terminology and equipment as they relate to the required methods of meat cookery

Assessment Conditions

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Assessment must occur in the workplace under normal enterprise conditions or in a simulated environment.

The following three forms of assessment must be used:

- assignments
- quiz of underpinning knowledge
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR206 Vacuum pack products in a retail operation

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to pack meat products using vacuum packaging in a retail operation.

This unit is applicable to workers in meat retail operations.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some responsibility for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare product for packaging	1.1 Prepare product for vacuum packaging to required specifications
2. Select packaging	2.1 Select appropriately sized bag for product 2.2 Arrange product on appropriate container
3. Set machine requirements	3.1 Complete requirements in preparation for start-up of vacuum packing machine to workplace requirements 3.2 Set machine requirements correctly 3.3 Follow start-up procedures according to workplace requirements 3.4 Attach and change packing materials according to workplace requirements and product specification 3.5 Place bagged meat on the vacuum packing machine or in the formed pockets as appropriate 3.6 Place open ends of bags flat across the sealing bar or meat contained in pockets as appropriate 3.7 Follow workplace health and safety and hygiene and sanitation requirements
4. Operate machinery	4.1 Operate vacuum packaging machine in accordance with workplace requirements 4.2 Vacuum pack a variety of products to customer specifications, hygiene and sanitation, workplace health and safety and Quality Assurance (QA) requirements, at a speed appropriate for production requirements 4.3 Drain bagged cuts 4.4 Perform shut-down procedures to workplace, workplace health and safety, and hygiene and sanitation requirements
5. Ensure quality of packaging and product	5.1 Inspect bagged cuts for leaks and other defects 5.2 Take corrective action when leaks and defects are identified according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPR206 Vacuum pack products in a retail operation Release 2	AMPR206 Vacuum pack products in a retail operation Release 1	Minor typographical errors corrected	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPR206 Vacuum pack products in a retail operation

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time at production speed.

The candidate must:

- prepare for vacuum packaging according to workplace health and safety and workplace requirements
- vacuum pack bagged cuts with no leaks or defects
- explain defects that can occur during packaging
- identify sub-standard or contaminated product
- 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

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- workplace procedures for dealing with sub-standard or contaminated products
- defects that can occur during packaging
- packaging requirements
- specific workplace health and safety requirements for vacuum packing
- the purpose of vacuum packaging
- general machine operating principles, including start-up and shut-down procedures

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- manufacturer and workplace requirements for vacuum packaging of product
- relevant regulatory and workplace requirements

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal enterprise conditions or in a simulated environment.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR207 Undertake routine preventative maintenance

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to carry out routine maintenance in the workplace.

Routine preventative maintenance is undertaken by workers in the retail, smallgoods, meat processing and food services sectors. It may involve tasks such as:

- vehicle and equipment checks
- cleaning and lubrication of equipment
- adjustments and repairs to plant and equipment

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Conduct routine checks of plant and equipment	1.1 Perform visual checks of plant and equipment to detect signs of defects and damage in accordance with preventative maintenance documentation and procedures 1.2 Make requirements for the adjustments and repairs to plant and equipment within workplace procedures and agreements
2. Implement routine preventative maintenance	2.1 Make routine adjustments and repairs to plant and equipment within workplace procedures and agreements 2.2 Carry out greasing, lubrication and other regular servicing of plant and equipment in accordance with workplace schedules, procedures and agreements, and according to maintenance instructions 2.3 Return cleaned equipment to operating order after maintenance is complete 2.4 Identify, rectify and/or report out-of-specification preventative maintenance 2.5 Collect, treat and dispose/recycle waste arising from preventative maintenance according to company procedures 2.6 Record routine maintenance information in the company reporting system

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMR209B Undertake routine preventative maintenance	E

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Assessment Requirements for AMPR207 Undertake routine preventative maintenance

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- 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
- 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 workplace health and safety 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

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- services used in preventative maintenance
- isolation procedures

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- waste handling requirements
- pre-operational checks and requirements
- cleaning requirements
- workplace health and safety 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
- environmental aspects related to preventative maintenance
- impact of operating and cleaning procedures on maintenance requirements (including impact of not removing product from belts during cleaning)
- 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

Assessment Conditions

Competency must be demonstrated over time and under typical operating or production conditions for the enterprise.

Assessment must occur in the workplace under normal operating conditions.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- demonstration in the workplace or simulated environment
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR208 Make and sell sausages

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to make and sell sausages.

This unit is applicable to workers in meat retail operations.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Prepare meat for sausages	1.1 Select and weigh meat is according to product and workplace specifications 1.2 Process meat in preparation for forming according to product specifications
2. Select ingredients for sausages	2.1 Select and weigh ingredients according to product specifications and workplace and regulatory requirements
3. Combine selected ingredients	3.1 Combine selected ingredients according to product specifications and workplace and regulatory requirements
4. Prepare casings	4.1 Prepare casings according to product specifications 4.2 Use and store casings according to workplace requirements and health and hygiene requirements 4.3 Identify and report defective casings where appropriate according to workplace requirements
5. Fill casings	5.1 Fill casings to consistency required by product specifications 5.2 Identify and report defective product, where appropriate, according to workplace requirements
6. Link, tie and hang sausages	6.1 Link and tie sausages to product specifications 6.2 Trim excess casings according to product specifications 6.3 Hang and store sausages according to product specifications and workplace requirements
7. Prepare, operate, disassemble and clean equipment	7.1 Prepare, adjust and operate sausage making equipment to workplace health and safety, workplace and hygiene requirements, and manufacturer specifications 7.2 Disassemble, clean and store equipment and parts in line with workplace health and safety, workplace and regulatory requirements, and manufacturer specifications
8. Sell a variety of sausages	8.1 Provide information, including cooking, storage and serving suggestions on a variety of sausages to customers 8.2 Promote sausage range to customers

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

MTMR210B Make and sell sausages	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPR208 Make and sell sausages

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must be able to make at least four varieties of sausages including two gourmet varieties.

The candidate must:

- identify different species and categories of meat used in sausages
- make a range of at least four different varieties of 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
- report faults and required adjustments, verbally or in writing according to workplace requirements
- explain cooking methods for a range of sausages
- 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 workplace health and safety requirements
- use relevant communication skills

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- sausage filler types
- materials used for hanging and storing sausages
- protective covering for sausages and its purpose

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- 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 sausage varieties
- shelf life of a range of sausage varieties
- temperature for storing a range of sausage 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 workplace health and safety 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

Assessment Conditions

Competency must be demonstrated over time under typical operating conditions.

Assessment must occur in the workplace under normal production conditions or in a simulated environment.

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.

The following three forms of assessment must be used:

- demonstration in the workplace or simulated environment
- quiz of underpinning knowledge
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR209 Produce and sell value-added products

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes 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 with pre-prepared ingredients, such as commercially-prepared marinades and ready-cut meat, or by following recipes and preparing ingredients.

This unit is applicable to workers in meat retail and food services operations.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out to comply with workplace requirements and hygiene standards.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Select ingredients for formulation of value-added products	1.1 Select ingredients according to workplace recipes, policy and practice 1.2 Weigh ingredients according to regulatory requirements 1.3 Label unused ingredients according to workplace and regulatory requirements
2. Prepare meat, stuffings, seasonings and forcemeat for value-added products	2.1 Prepare meat according to recipes, policy and practices 2.2 Prepare stuffings, seasonings and forcemeat according to recipes, policy and practices
3. Mix ingredients	3.1 Add ingredients according to recipe and product specifications 3.2 Blend ingredients to achieve product consistency or substance according to recipe and product specifications
4. Produce value-added products	4.1 Add ingredients to meat according to instructions or recipe 4.2 Formulate product according to product specifications and workplace, hygiene and sanitation, and Quality Assurance (QA) requirements 4.3 Present product according to product specifications and workplace requirements 4.4 Label product according to product specifications, and regulatory and workplace requirements
5. Store products and ingredients	5.1 Store product according to workplace and regulatory requirements 5.2 Store ingredients according to workplace and regulatory requirements 5.3 Identify shelf life of product 5.4 Identify effects of ingredients on shelf life
6. Sell meat product	6.1 Provide information, including cooking, preparation, storage and serving suggestions, to customers on meat product 6.2 Promote product to customers

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMR211B Produce and sell value-added products	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPR209 Produce and sell value-added products

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must demonstrate the ability to make a minimum of five different value-added products from at least three species.

The candidate must:

- follow recipes accurately
- select, measure and weigh meat and ingredients according to recipes and workplace 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 including stuffing, seasoned and forcemeat
- 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 health and safety and hygiene requirements related to producing value-added products
- prepare, operate, adjust, shut down and clean preparation equipment.
- use mathematical skills relevant to the task (including 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

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Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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 health and safety and hygiene requirements related to producing value-added products

Assessment Conditions

Competency must be demonstrated over time under typical operating conditions.

Assessment must occur in the workplace under normal production conditions or in a simulated environment.

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.

The following three forms of assessment must be used:

- demonstration in the workplace or simulated environment
- Quiz of underpinning knowledge
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR210 Receive meat products

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to receive meat products.

The unit is applicable to workers in meat retail operations.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Prepare delivery area	1.1 Check delivery area and clean if necessary before delivery to meet workplace, regulatory, workplace health and safety, hygiene and sanitation requirements
2. Receive meat product	2.1 Weigh and check carcases or cartons on receipt according to the number and quality ordered. 2.2 Check ticketing and labels to ensure they comply with meat ordered 2.3 Check meat quality according to workplace requirements 2.4 Record and report problems with receivals according to workplace requirements
3. Move meat product to storage	3.1 Move product from receival area to storage according to workplace health and safety, regulatory and hygiene and sanitation requirements 3.2 Stack, hand or store product in cool room according to workplace health and safety, hygiene and sanitation and regulatory requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMR212B Receive meat product	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPR210 Receive meat products

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- receive incoming stock
- follow equipment and material requirements
- follow health and hygiene requirements
- follow workplace requirements
- identify and minimise safety hazards
- apply relevant workplace health and safety 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
- work with diverse individuals and groups
- use mathematical skills relevant to the task
- use relevant communication skills
-

Knowledge Evidence

The candidate must demonstrate a basic, factual, technical and procedural knowledge of:

- principles of the relevant health Acts and regulatory requirements in relation to stock control
- differences in quality of carcases
- 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

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- relevant workplace health and safety and regulatory requirements
- limits of weight individuals are allowed to carry according to legislative and regulatory requirements

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal workplace conditions.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- demonstration in the workplace or simulated environment
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR211 Provide advice on meal solutions in a meat retail outlet

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to create meat-based menu ideas for customers. It requires the ability to match meat recipes with complementary products, such as condiments and vegetables; create menu ideas appropriate to the season; cost the menu; and evaluate the success of the menu.

This unit is applicable to workers in meat retailing enterprises.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some responsibility for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare range of meal ideas based on particular meat products	1.1 Seek advice from supervisor on product lines to be promoted. 1.2 Generated a range of meal ideas for the specified meat cuts and species, taking into account seasonality, festivals or local events.
2. Cost menus	2.1 Cost meal ideas for the consumer based on ingredient retail prices. 2.2 Calculate total meal costs. 2.3 Calculate average cost of meal per person.
3. Promote meal ideas	3.1 Write meal suggestions to provide information on complimentary products, cooking techniques and costs. 3.2 Hand write or type meal suggestions to customer and workplace requirements. 3.3 Use correct names for cuisines. 3.4 Write explanations on cuisines. 3.5 .Use descriptive writing to promote the sale of meal ingredients items. 3.6 Promote meal ingredients sold in the meat retail outlet through effective display techniques.
4. Evaluate menu success.	4.1 Seek feedback from customers and other team members on meal success. 4.2 Seek feedback from supervisor on impact of meal promotion on sales of the meat product being promoted. 4.3 Improve meal suggestions based on customer and supervisor feedback.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

New unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPR211 Provide advice on meal solutions in a meat retail outlet

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- Apply communication skills appropriate to the task
- apply mathematical skills for calculating costs of ingredients
- explain different methods of cooking, times of cooking, accompanying condiments and presentation of the cooked product
- write clear descriptions of products and meals
- provide accurate advice in a courteous manner to customers on the use of products and services
- explain cooking meat products as required
- demonstrate awareness of cultural and ethnic differences and respond appropriately
- work with team members
- apply relevant workplace health and safety, regulatory and workplace requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- menus or recipes, portion requirements, cooking
- products and services to suit customer needs
- enterprise ethical and customer service standards
- relevant workplace health and safety, regulatory and workplace requirements
- sources of information to further meet customer needs
- products and how they may be cooked and served
- seasonality of cooking methods, species and meat cuts and fresh produce

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Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal production conditions. 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.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace project
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR212 Clean meat retail work area

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to clean a meat retail work area.

This unit is applicable to workers in meat retail operations. Cleaning methods and procedures are used to clean and sanitise food preparation surfaces, equipment, machinery and premises.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Assess area to be cleaned	1.1 Assess meat retail area for cleaning work required 1.2 Review work order according to food safety program, workplace health and safety, regulatory and workplace requirements 1.3 Clarify issues with appropriate persons 1.4 Identify hazards and risks and take appropriate action 1.5 Identify contamination hazards and take appropriate action 1.6 Select cleaning techniques according to work order and enterprise requirements
2. Select equipment and chemicals	2.1 Select and use Personal Protective Equipment (PPE) according to manufacturer specifications, and workplace health and safety, and enterprise requirements 2.2 Select equipment and chemicals for cleaning according to workplace health and safety and enterprise requirements 2.3 Check equipment and chemicals to ensure they meet cleaning and sanitation requirements of food safety program according to legislative, workplace health and safety, and enterprise requirements 2.4 Prepare chemicals according to manufacturer specifications, and workplace health and safety, and enterprise requirements
3. Clean meat retail area while maintaining food safety	3.1 Follow food-safety program and conduct cleaning activities to ensure food safety is maintained according to health regulations, work order, and workplace health and safety and enterprise requirements 3.2 Clean surfaces and equipment using PPE, chemicals and cleaning techniques according to manufacturer specifications, work order, and workplace health and safety, and enterprise requirements 3.3 Report procedures or practices inconsistent with food-safety program to appropriate persons 3.4 Dispose of waste according to enterprise, regulatory and environmental requirements
4. Clean, check and store equipment	4.1 Clean equipment and PPE are according to manufacturer specifications and environmental, workplace health and safety, and enterprise requirements 4.2 Store chemicals according to manufacturer specifications, and workplace health and safety, and enterprise requirements

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

New unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPR212 Clean meat retail work area

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must be observed cleaning a meat retail area.

The candidate must

- read and interpret directions and safety instructions, including:
  - chemical labels
  - equipment manuals
  - safety data sheets (SDS)
- request advice or further information
- plan and organise work
- skills to work safely when:
  - handling and disposing of chemicals
  - identifying food contamination hazards and controlling risks
  - manual handling
  - selecting chemicals to suit surface type
- self-management skills to work alone and in a team
- follow workplace health and safety, regulatory and workplace policies and procedures
- clean a meat retail area to meet workplace health and safety, regulatory and workplace requirements
- dispose of waste according to enterprise, regulatory and environmental requirements

Knowledge Evidence

The candidate must demonstrate a basic, factual, technical and procedural knowledge of:

- cleaning and sanitation requirements of meat retail areas, including:
  - chemicals
  - cleaning methods
  - personal hygiene practices

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    - clothing and footwear requirements associated with working and moving in and between food-handling areas and non food-handling areas
- environmental protection procedures
- workplace health and safety procedures
- equipment and chemicals for use in meat retail areas
- legislation, regulations, codes of practice and industry advisory standards that apply to cleaning meat retail areas
- safe work practices for using:
    - chemicals
    - equipment, including PPE
- types of contamination and prevention methods
- waste collection, recycling and handling procedures
- workplace information on food-safety policies and procedures

Assessment Conditions

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Assessment must occur in the workplace under normal enterprise conditions or in a simulated environment.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- demonstration in the workplace or simulated environment
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR301 Prepare specialised cuts

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to select and prepare specialised meat cuts, such as 'trim lamb' or 'new-fashioned pork'.

This unit is applicable to workers in boning rooms, food services and meat retailing operations.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under broad direction and take responsibility for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to demonstrate

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Element	Performance criteria
essential outcomes.	achievement of the element.
1. Determine customer needs	1.1 Clarify customer needs through questioning and active listening to ensure specialised cuts are cut and trimmed correctly 1.2 Utilise sources of information when necessary to ensure specialised cuts meet the needs of customers
2. Select meat for specialised cuts	2.1 Select meat in accordance with quality requirements of specialised cuts 2.2 Select meat from a minimum of two species 2.3 Select meat from bone-in primals
3. Prepare specialised meat cuts	3.1 Cut meat according to customer and workplace requirements 3.2 Present cuts to customer requirements
4. Handle knife effectively	4.1 Handle knife safely, hygienically and effectively
5. Cost and price specialised cuts	5.1 Cost specialised cuts to include yield and labour costs 5.2 Price specialised cuts to meet workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMR301C Prepare specialised cuts	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPR301 Prepare specialised cuts

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must be observed preparing specialised cuts from a minimum of two species.

The candidate must:

- establish customer requirements by questioning, active listening and clarifiying 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 workplace health and safety and hygiene requirements
- identify sub-standard products and rectify as appropriate
- apply communication skills relevant to the task
- apply mathematical skills relevant to the task
- explain food safety, Quality Assurance (QA) and product quality requirements for specialised cuts
- apply relevant workplace health and safety and regulatory requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- 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 workplace health and safety and regulatory requirements
- why meat retailers sell specialised cuts
- why customers request specialised cuts
- costing and pricing calculations

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Assessment Conditions

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Assessment must occur in the workplace under normal operating conditions or in a simulated environment.

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.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- demonstration in the workplace or simulated environment
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR302 Assess carcase or product quality

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to assess carcase and product quality in accordance with workplace or customer specifications.

This unit is applicable to workers in boning rooms and meat retail enterprises.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under broad supervision and take responsibility for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	**Performance criteria**
Elements describe the	Performance criteria describe the performance needed to demonstrate

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Element	Performance criteria
essential outcomes.	achievement of the element.
1. Sort and select carcase or meat product	1.1 Sort carcase or meat product according to customer and workplace specifications 1.2 Identify contaminated carcases or meat products and take corrective action 1.3 Follow hygiene and sanitation requirements in regard to selecting carcase or meat product
2. Assess carcase or meat product	2.1 Assess carcase or meat product to verify that it meets workplace or market requirements 2.2 Assess carcase or meat product according to workplace requirements, customer specifications and industry requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMR302C Assess carcase/product quality	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPR302 Assess carcase or product quality

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time at production speed.

The candidate must:

- 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

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- methods of assessing carcase or meat product according to specifications
- procedures for interpreting, recording and reporting mathematical and technical information including that found on carcase tickets
- elements of the specification being utilised
- workplace health and safety and hygiene and sanitation requirements in relation to assessing and measuring carcases or meat product

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal production conditions or in a simulated environment.

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The following three forms of assessment must be used:

- demonstration in the workplace or simulated environment
- quiz of underpinning knowledge
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR303 Calculate yield of carcase or product

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to calculate the yield of carcases or meat products.

This unit is applicable to workers in boning rooms, meat retailing operations and smallgoods enterprises.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under broad direction and take responsibility for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Calculate yield of carcase or product as appropriate	1.1 Calculate and record total weight of product according to workplace requirements 1.2 Weigh all components including carcase, primal cuts and trimmings as appropriate, according to workplace requirements 1.3 Perform calculations to determine yield 1.4 Perform tasks in accordance with workplace health and safety hygiene and workplace requirements
2. Record yield	2.1 Record yield in accordance with workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMR303C Calculate yield of carcase or product	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPR303 Calculate yield of carcase or product

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time at production speed.

The candidate must:

- weigh whole carcase or product prior to cutting or trimming into components
- estimate yield to identify and rectify inaccurate calculations
- explain the principles of calculation of yield
- apply relevant regulatory and workplace health and safety requirements
- use communication skills relevant to the task
- use mathematical skills relevant to the task

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- principles of calculation of yield
- relevant regulatory and workplace health and safety requirements
- steps in calculating yield

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal operating conditions or in a simulated environment.

The following three forms of assessment must be used:

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- observation/simulation
- quiz of underpinning knowledge
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

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AMPR304 Manage stock

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to receive and rotate stock, undertake stock control and re-order stock.

This unit is applicable to workers in meat retailing enterprises.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out to comply with workplace requirements.

This unit applies to individuals who work under broad direction and take responsibility for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to demonstrate

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Element	Performance criteria
essential outcomes.	achievement of the element.
1. Receive stock	1.1 Weigh and check carcases or cartons on receipt in accordance with the number and quality ordered 1.2 Check ticketing and labels to ensure they comply with meat ordered 1.3 Check meat quality in accordance with workplace requirements 1.4 Receive and check dry goods to ensure they are in accordance with order placed 1.5 Record and report problems with receivals in accordance with workplace requirements
2. Check stock	2.1 Determine quantity of existing stock in accordance with workplace requirements 2.2 Inspect meat to determine quality in accordance with health, hygiene and Quality Assurance (QA) requirements 2.3 Communicate state of stock promptly to supervisor or manager 2.4 Discard outdated or deteriorated stock in accordance with workplace requirements 2.5 Determine future stock needs in accordance with workplace requirements
3. Participate in stocktake	3.1 Assist with stocktaking and cyclical counts, in accordance with workplace requirements 3.2 Complete stock records documentation in accordance with workplace stock control system 3.3 Report and record discrepancies in stock 3.4 Operate and maintain electronic recording equipment according to manufacturer's specifications, as appropriate
4. Re-order stock	4.1 Identify minimum stock levels in accordance with workplace requirements 4.2 Complete stock requisition forms or electronic orders 4.3 Identify undelivered stock orders on stock system and followed up without undue delay

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

MTMR304C Manage stock	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPR304 Manage stock

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must demonstrate the ability to:

- Receive incoming stock
- follow equipment and material requirements
- follow workplace health and safety and hygiene requirements
- identify and minimise safety hazards
- use different types of weighing machines
- check and interpret electronic labels
- calibrate equipment
- complete documentation for weighing and receipt of goods
- perform stock control tasks
- identify and minimise safety hazards
- work with diverse individuals and groups
- apply relevant workplace health and safety and regulatory requirements
- use relevant communication skills

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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 carcases
- 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

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- procedures for meat disposal
- purpose of each item of data on invoices and delivery dockets
- relevant workplace health and safety and regulatory requirements

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal operating conditions or in a simulated environment.

The following three forms of assessment must be used:

- demonstration in the workplace or simulated environment
- quiz of underpinning knowledge
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR305 Meet customer needs

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to identify customer needs. It also describes the use diverse sales techniques to satisfy these needs and promote enterprise products and services.

This unit is applicable to workers in meat retailing enterprises.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under broad supervision and take responsibility for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

AMPR105 Provide service to customers

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to demonstrate

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Element	Performance criteria
essential outcomes.	achievement of the element.
1. Provide information on products and services	1.1 Advise customer accurately and courteously on products and services which are relevant to customer requirements 1.2 Provide information on handling products, cooking requirements, presentation to the consumer, and a range of catering needs as appropriate 1.3 Offer customer alternative products or services, or advice on how to obtain same when requested item is not available
2. Satisfy customer needs	2.1 Discuss range of products and services with customer, which allows for informed decision making by the customer 2.2 Recommend products or services to meet customer needs 2.3 Sell products or services in accordance with customer's budget, preferred products and their availability
3. Deal with customer complaints	3.1 Deal with complaints and grievances courteously and efficiently to the satisfaction of the customer 3.2 Deal with customer complaints referred from other staff according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMR305C Meet customer needs	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPR305 Meet customer needs

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must demonstrate the ability to:

- apply communication skills appropriate to the task
- apply mathematical skills appropriate to the task
- demonstrate a variety of sales techniques
- explain 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 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 workplace health and safety, regulatory and workplace requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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

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- enterprise ethical and customer service standards
- relevant workplace health and safety, regulatory and workplace requirements
- sources of information to further meet customer needs
- products and explain how they may be cooked and served

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal production conditions. 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.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- demonstration in the workplace or simulated environment
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR306 Provide advice on nutritional role of meat

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Application

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.

This unit is applicable to workers in meat retailing enterprises.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under broad supervision and take responsibility for their own work.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Advise on general	1.1 Provide information regarding approximate percentages of protein,

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
nutritive composition of meat	fat, iron, thiamine, niacin, riboflavin and other vitamins and minerals found in meat according to a standard set of food tables 1.2 Provide information on functions of six main nutrients required in the diet according to a standard set of food tables and Dietary Guidelines
2. Advise on methods of reducing fats from a diet which includes meat	2.1 Provide information regarding cooking methods which reduce fat 2.2 Provide information on meat cuts which are recommended for a low-fat diet

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.	

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPR306 Provide advice on nutritional role of meat Release 2	AMPR306 Provide advice on nutritional role of meat Release 1	Capital letters removed from standard set of food tables to make reference generic	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPR306 Provide advice on nutritional role of meat

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- apply communication skills appropriate to the task
- 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 workplace health and safety, 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
- relay information to customer.

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- cooking times and temperatures for roasting and microwaving meat to achieve rare, medium and well-done
- cooking methods that will reduce fat
- dry cooking techniques
- major nutrients required for a healthy diet
- workplace customer service standards, complaints policy and procedures
- sources of information on new cooking techniques
- major nutrients found in meat

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- meat cuts recommended by the National Heart Foundation.

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal production conditions or in a simulated environment.

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.

The following three forms of assessment must be used:

- demonstration in the workplace or simulated environment
- quiz of underpinning knowledge
- workplace referee or third-party report of performance over time.

Assessors must satisfy current standards for RTOs.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR307 Merchandise products, services

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes 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.

This unit is applicable to workers in meat retailing enterprises.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out to comply with workplace, regulatory and hygiene standards.

This unit applies to individuals who work under broad supervision and take responsibility for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential	Performance criteria describe the performance needed to

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Element	Performance criteria
outcomes.	demonstrate achievement of the element.
1. Price and weigh products for display	1.1 Weigh products 1.2 Price products to workplace requirements 1.3 Place price tickets on products in accordance with workplace requirements 1.4 Mark prices on pre-packaged trays
2. Arrange meat for display	2.1 Trim meat for display purposes in accordance with workplace, hygiene and regulatory requirements 2.2 Arrange meat on trays according to workplace, hygiene and regulatory requirements
3. Layout cabinets to display products and services	3.1 Display meat, trays and other products in window and cabinets in accordance with workplace, hygiene and regulatory requirements 3.2 Position trays in window to take most advantage of colour and design and in accordance with workplace, hygiene and regulatory requirements 3.3 Display meat and other products to ensure maintenance of product quality and food safety 3.4 Regularly replenish cabinets and windows with stock to maintain presentation 3.5 Intersperse trays with other products and garnishing to provide attractive display in accordance with workplace requirements, hygiene and regulatory requirements 3.6 Set layout to reflect advertising and seasonal promotions
4. Maintain stock presentation	4.1 Display meat and other products to ensure maintenance of product quality and safety 4.2 Regularly replenish cabinets and windows with stock to maintain presentation
5. Position displays for impulse buying	5.1 Identify key positions to place displays for maximum sales effect 5.2 Identify local, cultural and ethnic needs, seasons or events 5.3 Plan and prepare displays in accordance with workplace requirements
6. Organise signs and tickets	6.1 Display signage, labels and price tickets visibly and legibly, with accurate information 6.2 Place signage, labels and price tickets to workplace specifications

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Element	Performance criteria
7. Wrap meat and other products for display	7.1 Wrap and/or packed meat for display in accordance with health and workplace requirements
8. Contribute to the development of workplace marketing and merchandising strategy	8.1 Participate in workplace promotional activities 8.2 Recommend promotional events and strategies to be conducted within the workplace to the manager

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMR307C Merchandise products, services	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPR307 Merchandise products, services

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- 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 workplace health and safety requirements
- use communication skills appropriate to the task
- use mathematical skills appropriate to the task

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- key positions to display products for maximum sales effect

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- merchandising strategies
- methods of maintaining product quality of displays
- workplace policy for cabinet and window displays
- relevant workplace health and safety requirements

Assessment Conditions

Competency in this unit must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal enterprise or production conditions or in a simulated environment.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- demonstration in the workplace or simulated environment
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR308 Prepare, roll, sew and net meat

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit covers the skills and knowledge required to roll, sew and net meat.

This unit is applicable to meat retailing, food services and smallgoods enterprises.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out to comply with workplace, regulatory and hygiene standards.

This unit applies to individuals who work under broad supervision and take responsibility for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Prepare meat for rolling, sewing and netting	1.1 Prepare meat for rolling, sewing and netting according to workplace, hygiene, workplace health and safety and Quality Assurance (QA) requirements
2. Roll meat	2.1 Roll meat according to product and customer specifications, workplace, hygiene and QA requirements
3. Sew, net and tie meat	3.1 Sew, net and tie meat according to workplace, workplace health and safety, hygiene and QA requirements, and product and customer specifications

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMR309C Prepare, roll, sew and net meat	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPR308 Prepare, roll, sew and net meat

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time at production speed.

The candidate must:

- 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
- 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

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- use of netting
- meat preparation for rolling
- relevant regulatory requirements

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal operating conditions or in a simulated environment.

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The following three forms of assessment must be used:

- quiz of underpinning knowledge
- demonstration in the workplace or simulated environment
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR309 Bone and fillet poultry

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to manually bone and fillet poultry.

This unit is applicable to workers in meat retailing enterprises.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out to comply with workplace requirements and hygiene standards.

This unit applies to individuals who work under broad direction and take responsibility for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to demonstrate

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Element	Performance criteria
essential outcomes.	achievement of the element.
1. Prepare work bench for use	1.1 Clear work bench of other species and products 1.2 Clean work bench in accordance with hygiene and workplace requirements
2. Bone poultry	2.1 Secure poultry for boning 2.2 Bone poultry to maximise yield using hand knives to workplace and hygiene requirements
3. Separate poultry into bone-in products	3.1 Secure poultry for cutting 3.2 Separate poultry into a range of bone-in products to workplace and hygiene requirements
4. Identify and separate contaminated product	4.1 Check product for contamination and non-compliance to workplace and hygiene requirements 4.2 Separate contaminated or non-compliant and take corrective action

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMR310C Bone and fillet poultry	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPR309 Bone and fillet poultry

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time at production speed.

The candidate must:

- cut product according to workplace, workplace health and safety 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 (including 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

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- hygiene requirements specific to poultry (salmonella risk)
- boning procedure
- workplace health and safety implications of the slippery and moist nature of poultry

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

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Assessment must occur in the workplace under normal operating conditions or in simulated environment.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- demonstration in the workplace or simulated environment
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR310 Cost and price meat products

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to calculate costs and set prices of meat and meat products.

This unit is applicable to workers in meat retail operations.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out to comply with workplace requirements.

This unit applies to individuals who work under broad direction and take responsibility for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Cost product	1.1 Calculate cost price of product
2. Price product to achieve business goals	2.1 Calculate prices to achieve enterprise sales, stock and profitability targets

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPR310 Cost and price meat products Release 2	AMPR310 Cost and price meat products Release 1	Minor typographical errors corrected	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPR310 Cost and price meat products

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- 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 workplace health and safety, regulatory and workplace requirements
- identify overhead cost per kilogram
- mark ticket prices to show correct sales price
- use communication skills relevant to the task.

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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 workplace health and safety, regulatory and workplace requirements
- elements contributing to the total cost of the product (total cost of purchase, preparing or selling product).

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Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal operating conditions or in a simulated environment.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- demonstration in the workplace or simulated environment
- workplace referee or third-party report of performance over time.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR311 Prepare portion control to specifications

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to break and prepare carcases and primal cuts to portion control specifications. The products are cut to meet the specifications of the hospitality industry, including restaurants, hotels or airlines.

This unit is applicable to workers in boning rooms and meat retail operations.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out to comply with workplace requirements and hygiene standards.

This unit applies to individuals who work under broad direction and take responsibility for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Slice primal cuts to portion control specifications	1.1 Select cuts to customer specifications to maximise yield 1.2 Slice cuts to specified weight tolerances and for maximum yield 1.3 Slice cuts to workplace, hygiene and Quality Assurance (QA) requirements
2. Handle knife effectively	2.1 Handle knife safely, hygienically and effectively
3. Package and label cuts to specifications	3.1 Package cuts to customer specifications and workplace requirements 3.2 Label cuts to customer specifications and workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMR312C Prepare portion control to specifications	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPR311 Prepare portion control to specifications

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Candidates must be able to demonstrate cutting, slicing and trimming techniques to workplace requirements and customer specifications for a minimum of two species.

The candidate must:

- 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 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 workplace health and safety and regulatory requirements
- use communication skills relevant to the task

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- correct procedure for achieving and maintaining weights while cutting

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- 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
- workplace health and safety and regulatory requirements

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal operating conditions or in a simulated environment.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- demonstration in the workplace or simulated environment
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR312 Bone game meat

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to bone game meat.

This unit is applicable to workers in boning room and meat retail operations.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out to comply with workplace requirements and hygiene standards.

This unit applies to individuals who work under broad direction and take responsibility for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to demonstrate

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Element	Performance criteria
essential outcomes.	achievement of the element.
1. Bone game meat	1.1 Bone game meat to customer specifications and workplace requirements 1.2 Task is performed to workplace health and safety, hygiene and Quality Assurance (QA) requirements
2. Handle knife effectively	2.1 Handle knife safely, hygienically and effectively

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMR313C Bone game meat	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPR312 Bone game meat

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time at production speed.

The candidate must:

- identify the main parts of the carcase
- demonstrate equipment used to bone carcase
- apply relevant regulatory requirements
- use communication skills appropriate to the task

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- different methods of boning
- equipment used to bone carcase
- relevant regulatory requirements
- main parts of the carcase

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal production conditions or in a simulated environment.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- demonstration in the workplace or simulated environment

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- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR313 Order stock in a meat enterprise

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to order stock while working under the supervision of the store buyer in a meat enterprise.

This unit is applicable to workers in the retailing, processing and smallgoods sectors of the meat industry. Employees may be involved in the ordering of stock such as:

- cleaning materials
- food preparation requirements
- meat products
- packaging
- Personal Protective Equipment (PPE) supplies and safety equipment
- rendering materials.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out to comply with workplace requirements.

This unit applies to individuals who work under broad direction and take responsibility for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Process order	1.1 Process or raise orders for stock as requested according to workplace requirements 1.2 Maintain ordering and recording system according to workplace requirements 1.3 Record and file orders and delivery requirements for retrieval according to workplace procedures
2. Follow up order	2.1 Monitor delivery process to meet agreed deadlines 2.2 Handle routine supply problems or refer to management as required by workplace requirements 2.3 Maintain continuous liaison with buyers and suppliers to ensure continuity of supply 2.4 Distribute stock according to workplace allocation

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMR314B Order stock in a meat enterprise	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPR313 Order stock in a meat enterprise

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- 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
  - workplace merchandising and marketing
- apply relevant workplace health and safety and regulatory requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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

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- relevant workplace health and safety and regulatory requirements

Assessment Conditions

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Assessment must occur in the workplace under normal operating conditions.

The following three forms of assessment must be used:

- demonstration in the workplace or simulated environment
- quiz of underpinning knowledge
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR314 Calculate and present statistical data in a meat enterprise

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to calculate and present statistical information commonly used in meat enterprises.

Skills to calculate and present statistical data are used widely throughout the retail and smallgoods sectors of the meat industry, for example:

- 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

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out to comply with workplace requirements.

This unit applies to individuals who work under broad direction and take responsibility for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Design and complete statistical tables and charts	1.1 Design frequency tables and charts to record and present statistical information 1.2 Analyse statistical tables and charts to provide a description and interpretation of their contents
2. Calculate measures of central tendency	2.1 Calculate measures of central tendency and use to explain the average of a set of data
3. Calculate measures of dispersion	3.1 Calculate measures of dispersion and use to explain the pattern of variation of data
4. Graph statistical data	4.1 Structure graphs to present meat processing data in a form suitable for analysis and interpretation 4.2 Interpret meat processing performance and trends from graphs

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMR315B Calculate and present statistical data in a meat enterprise	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPR314 Calculate and present statistical data in a meat enterprise

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- 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 workplace health and safety, regulatory and workplace requirements
- use relevant communication skills

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- estimation processes
- 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 workplace health and safety, regulatory and workplace requirements

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Assessment Conditions

Competency must be demonstrated under typical operating conditions for the enterprise and within the parameters of the role and responsibilities.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- demonstration in the workplace or simulated environment
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR315 Utilise the Meat Standards Australia system to meet customer requirements

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to utilise the Meats Standards Australia (MSA) system in order to improve demand for beef and sheep products and achieve an associated shift in price and volume.

Participants in the MSA program must be licensed to use the Trade Mark and Certified products.

This unit is suitable for people working in food services, boning rooms or meat retailing enterprises.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out to comply with workplace requirements and hygiene standards.

This unit applies to individuals who work under broad direction and take responsibility for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Implement the MSA system	1.1 Describe how and why MSA was developed 1.2 Identify factors that affect eating quality 1.3 Cut product for each approved cooking method
2. Describe the licensing requirements for an MSA end user	2.1 Use MSA Standards Manual 2.2 Identify accurate methods of MSA product identification 2.3 Interpret carton end panels and carcase cut and cook reports accurately 2.4 Describe the MSA customer complaint system
3. Explore value adding opportunities through eating quality principles	3.1 Identify primals and sub-primal cuts 3.2 Value-add primals by seaming into individual muscles 3.3 Prepare product according to MSA approved eating quality and cooking methods
4. Investigate potential profit opportunities through value adding techniques	4.1 Investigate variation in yield differences between preparing product traditionally versus value-adding 4.2 Investigate gross profit of preparing product traditionally versus value-adding 4.3 identify differences in portion sizes between traditionally prepared product and value-added product

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMR316B Utilise the Meat Standards Australia system for beef to meet customer requirements	E

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Links

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Assessment Requirements for AMPR315 Utilise the Meat Standards Australia system to meet customer requirements

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- accurately identify MSA products
- apply value adding techniques to a range of beef or sheepmeat primal using MSA eating quality principles
- investigate gross profit percentages of selling sub-primal cuts versus traditionally sliced
- demonstrate active listening in relation to customer complaints
- complete an MSA customer complaint form and provide all necessary information
- apply relevant workplace health and safety, regulatory and workplace requirements
- use relevant communication skills

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- differences between the MSA beef and sheepmeat programs
- variables that impact on eating quality
- key elements of the MSA program
- relationship between cut and cooking method
- consumer taste test system on which MSA is based
- relevant workplace health and safety, regulatory and workplace requirements
- primals that have variable eating quality
- sources of information on the MSA program
- benefits of MSA
- MSA approved cooking methods and describe their preparation requirements
- value-added options using muscle seaming

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Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal operating conditions or in a simulated environment.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- demonstration in the workplace or simulated environment
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

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AMPR316 Cure, corn and sell product

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to cure, corn and sell various meat products.

This unit is suitable for all sectors of the meat industry. Smallgoods and value-adding establishments may prepare products for wholesale customers, meat retail establishments and retail customers.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out in accordance with workplace requirements and hygiene standards.

This unit applies to individuals who work under broad direction and take responsibility for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare, operate and clean processing equipment used for curing and corning product	1.1 Prepare processing equipment according to manufacturer specifications, and workplace health and safety, hygiene and workplace requirements 1.2 Operate processing equipment according to manufacturer specifications, workplace health and safety, hygiene and workplace requirements 1.3 Clean processing equipment according to manufacturer specifications, workplace health and safety, hygiene and workplace requirements
2. Prepare meat	2.1 Select meat according to product specifications 2.2 Prepare meat according to product specifications, and hygiene and workplace requirements
3. Prepare ingredients	3.1 Select and prepare ingredients according to product specifications, and hygiene and workplace requirements
4. Prepare brines	4.1 Add required amount of water and other liquid and solid additives in correct order and mix according to product specifications, and hygiene and workplace requirements 4.2 Prepare brine solutions according to product specifications, and hygiene and workplace requirements 4.3 Use hydrometer (salinometer) to check brine solution
5. Process meat	5.1 Cure or corn meat according to product specifications, health regulations and workplace requirements at a speed appropriate for production requirements 5.2 Regularly monitor processing 5.3 Make adjustments to processing as required to achieve product specifications
6. Store meat product	6.1 Store product on completion of processing, according to product specifications, and hygiene, regulatory and workplace requirements
7. Sell meat product	7.1 Provide information, including cooking, storage and serving suggestions, to customers on meat product 7.2 Promote product to customers

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMR317B Cure, corn and sell product	E

Links

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Assessment Requirements for AMPR316 Cure, corn and sell product

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time at production speed.

The candidate must:

- 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, workplace health and safety, 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
- apply relevant regulatory requirements

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Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the term 'osmosis' in relation to the curing process
- different salts, cures and brines used in the curing process
- 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

Assessment Conditions

Competency must be demonstrated over time under typical operating conditions.

Assessment must occur in the workplace under normal production conditions or in a simulated environment.

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.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- demonstration in the workplace or simulated environment
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

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AMPR317 Assess and sell poultry products

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to assess and sell poultry products.

The unit is applicable to workers in meat retail operations.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out to comply with workplace requirements and hygiene standards.

This unit applies to individuals who work under broad direction and take responsibility for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to demonstrate

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Element	Performance criteria
essential outcomes.	achievement of the element.
1. Identify poultry cuts	1.1 Identify poultry by cut name and species according to specifications and workplace requirements
2. Sort and select poultry product	2.1 Sort poultry product according to customer and workplace specifications 2.2 Select poultry by cut name and species according to workplace requirements 2.3 Identify contaminated product and take corrective action 2.4 Follow hygiene and sanitation requirements in regard to selecting product
3. Assess poultry product	3.1 Assess product for shelf life expectancy 3.2 Assess product according to workplace requirements, customer specifications and industry requirements
4. Identify and separate contaminated product	4.1 Check product for contamination and non-compliance to workplace and hygiene requirements 4.2 Separate contaminated or non-compliant product and take corrective action
5. Sell poultry product	5.1 Provide information, including cooking, storage and serving suggestions, to customers on poultry products 5.2 Promote product to customers
6. Store poultry product	6.1 Store poultry according to hygiene and sanitation, regulatory and workplace requirements 6.2 Store poultry under correct conditions and temperatures to maintain quality, extend shelf life, and maximise appearance and eating quality

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMR318B Assess and sell poultry product	E

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Assessment Requirements for AMPR317 Assess and sell poultry products

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time at production speed.

The candidate must:

- 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
- apply relevant regulatory requirements in relation to selling poultry

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- normal causes of contamination of poultry
- hygiene requirements specific to poultry (including salmonella risk)
- methods of assessing poultry according to specifications
- legislation regarding growth promotants in poultry
- workplace health and safety implications of the slippery and moist nature of poultry
- difference between growth promotants and antibiotics
- difference between organic, free range and conventional poultry products
- workplace, workplace health and safety, hygiene and sanitation requirements in relation to assessing poultry
- relevant regulatory requirements in relation to selling poultry

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Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal workplace conditions or in a simulated environment.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- demonstration in the workplace or simulated environment
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR318 Break carcase for retail sale

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to break carcases for retail sale.

This unit is applicable to meat tradespersons in the retail industry, who may be required to separate carcases into primal cuts for further processing or preparation.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

AMPX209 Sharpen knives

AMPR319 Locate, identify and assess cuts

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Break carcase into primal cuts	1.1 Separate carcase into primal cuts according to workplace, workplace health and safety, Quality Assurance (QA) and hygiene requirements
2. Handle knife effectively	2.1 Handle knife safely, hygienically and effectively

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMR319B Break carcase for retail sale.

Links

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Assessment Requirements for AMPR318 Break carcase for retail sale

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

Competency must be demonstrated over time and under typical operating conditions for the enterprise and must include:

- 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

The candidate must:

- prepare equipment for breaking carcase correctly and safely
- position or fasten carcase securely for separation
- demonstrate the separation of carcase 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, workplace health and safety, and hygiene requirements and customer specifications
- use acceptable cutting lines to produce primary cuts to workplace requirements
- demonstrate safe manual-handling techniques
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- identify contaminated product and take the appropriate corrective action according to workplace requirements
- sanitise equipment according to workplace requirements
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- hygiene, workplace health and safety and workplace requirements when breaking carcases
- quality requirements for breaking carcases
- principles of contamination in regard to primary cuts

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- primary cut specifications for beef, sheep and one other species
- major anatomical structures of the carcase of each species
- relevant regulatory requirements

Assessment Conditions

Assessment must occur in the workplace under normal production conditions or in a simulated environment.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- demonstration in the workplace or simulated environment
- workplace referee or third-party report of performance over time.

Assessors must satisfy the current standards for RTOs.

Links

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AMPR319 Locate, identify and assess meat cuts

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to locate, identify and assess cuts on a carcase.

This unit is applicable to meat tradespersons who prepare and further process primal cuts.

All training must be conducted in accordance Australian meat industry standards and regulations.

All work should be carried out in accordance with workplace requirements and hygiene standards.

This unit applies to individuals who work under broad direction and take responsibility for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to demonstrate

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Element	Performance criteria
essential outcomes.	achievement of the element.
1. Locate cuts on a carcase	1.1 Locate primal cuts on a carcase by cut name and species according to workplace requirements and specifications 1.2 Locate meat cuts on a carcase by cut name and species according to workplace requirements and customer specifications 1.3 Locate specialised cuts on a carcase by cut name and species according to workplace requirements and customer specifications
2. Identify cuts	2.1 Identify meat cuts on a carcase by cut name and species according to workplace requirements and customer specifications 2.2 Identify meat cuts on primals in cartons by cut name and species according to workplace requirements and customer specifications 2.3 Identify cutting lines for meat cuts on primals according to workplace requirements and customer specifications 2.4 Identify cutting lines for primal cuts on a carcase according to workplace requirements and customer specifications
3. Assess cuts	3.1 Assess meat cuts for quality to workplace requirements and customer specifications 3.2 Assess meat cuts against cut specifications to workplace requirements 3.3 Assess primal cuts for quality to workplace requirements and customer specifications 3.4 Assess primal cuts against cut specifications to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMR320B Locate, identify and assess meat cuts	E

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Assessment Requirements for AMPR319 Locate, identify and assess meat cuts

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time at production speed.

The candidate must:

- demonstrate safe manual-handling techniques
- locate primal cuts on a carcase of beef, sheep and one other species
- assess primal cuts on a carcase of beef, sheep and one other species
- identify contaminated product and take the appropriate corrective action according to workplace requirements
- apply relevant communication skills
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- hygiene and workplace health and safety requirements for breaking carcases
- quality requirements for breaking carcases
- principles of contamination in regard to primary cuts
- sequence for breaking carcases
- 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 carcase of each species

Assessment Conditions

Competency must be demonstrated over time under typical operating conditions.

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Assessment must occur in the workplace under normal enterprise or production conditions or in a simulated environment.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- demonstration in the workplace or simulated environment
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

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AMPR320 Assess and address customer preferences

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes 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.

This unit is applicable to meat retailing enterprises.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out in accordance with workplace requirements.

This unit applies to individuals who work under broad direction and take responsibility for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to demonstrate

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Element	Performance criteria
essential outcomes.	achievement of the element.
1. Research local markets to determine potential customer needs	1.1 Investigate local demographics and interpret purchasing preferences/requirements 1.2 Review current product lines, brands and suppliers to determine match to local preferences/requirements 1.3 Research current and alternative suppliers to ensure local requirements can be met 1.4 Review alternative product lines to determine economic viability of introduction
2. Recommend new products to manager	2.1 Prioritise new product line possibilities 2.2 Report research to supervisors/managers 2.3 Recommend new product lines or suppliers to managers, with support from market research
3. Promote product features to customers	3.1 Inform customers on special features of product lines 3.2 Promote product features that meet local requirements and preferences

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMR321A Assess and address customer preferences	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPR320 Assess and address customer preferences

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- undertake market research, including determining:
  - demographic make-up of local area
  - specific religious needs of local area, including 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 including brands that promote good animal welfare practices, environmentally-friendly production and processing, Australian made and owned products
  - preferences for particular species, including game meat
  - prices they are prepared to pay for meat
  - what is sold by competitors
- use appropriate research methodology, including 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 workplace health and safety 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

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- 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

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- requirements of whole of supply-chain practices required for a product to achieve brandings including RSPCA, free-range, organic, enviromeat 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 including halal (for Muslim consumers) or kosher (for Jewish consumers)
- enterprise ethical and customer service standards
- relevant workplace health and safety requirements
- 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

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal production conditions.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace project
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR321 Collect and prepare standard samples

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to collect and prepare standard samples.

This unit is applicable to workers in the meat industry who are required to collect samples for testing.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work must be carried out in accordance with workplace requirements, regulatory requirements and hygiene standards.

This unit applies to individuals who work under broad direction and take responsibility for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to demonstrate

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Element	Performance criteria
essential outcomes.	achievement of the element.
1. Receive, handle and store samples	1.1 Register samples upon receipt in accordance with quality and workplace procedures 1.2 Check labelling and history of sampling in accordance with laboratory procedures 1.3 Record sample information and cross-reference with current or previous test data according to workplace requirements 1.4 Observe universal precautions and relevant legislative requirements during the handling and storage of all samples 1.5 Record samples requiring analysis by external laboratories and forward following workplace procedures 1.6 Dispose of unwanted samples in accordance with workplace and hygiene standards
2. Prepare for sample collection	2.1 Confirm type of sample required prior to collection 2.2 Follow prescribed procedures to ensure representative sampling and record details to workplace requirements 2.3 Prepare or assemble appropriate sampling equipment to safety and workplace requirements
3. Perform sample collection	3.1 Collect gross samples in accordance with workplace procedures 3.2 Preserve sample integrity throughout all aspects of sampling 3.3 Place samples in suitable containers and label to clearly identify sample type, location, date and any other workplace-specific information 3.4 Store, preserve and transport samples in accordance with relevant regulations and laboratory procedures 3.5 Maintained sampling equipment in clean, safe and sterile working order 3.6 Recognised and report unusual or non-standard observations made during sampling
4. Perform standard chemical or biological sample preparation (where applicable)	4.1 Prepared samples and controls for analysis 4.2 Take action to minimise loss of analyses from sample 4.3 Use separation equipment to provide the required sample fractions

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

MTMR322A Collect and prepare standard samples	E

Links

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Assessment Requirements for AMPR321 Collect and prepare standard samples

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time. Sample collection techniques must comply with the relevant meat industry regulations and standards.

The candidate must:

- collect samples in accordance with workplace and regulatory requirements
- apply relevant workplace health and safety requirements
- use relevant communications skills

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- procedures 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 workplace health and safety 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

Assessment Conditions

Sample collection techniques must comply with the relevant meat industry regulations and standards.

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Assessment may be conducted in a real or simulated situation.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

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AMPR322 Prepare and produce value added products

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to prepare and produce more complex value added products, such as those employing pastry, 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.

This unit is applicable to workers in meat retailing and food services enterprises.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out to comply with workplace requirements and hygiene standards.

This unit applies to individuals who work under broad direction and take responsibility for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare and operate processing equipment used in producing value-added products	1.1 Prepared and operate processing equipment according to hygiene, and health and safety requirements 1.2 Identify faults in line with manufacturer and workplace requirements 1.3 Use equipment according to manufacturer, workplace and workplace health and safety requirements 1.4 Performed start-up and shut-down procedures according to manufacturer and workplace requirements
2. Clean processing equipment	2.1 Clean equipment to manufacturer's, workplace health and safety, hygiene and workplace requirements
3. Follow recipe	3.1 Follow recipes to prepare and produce value-added products to product specifications
4. Select ingredients for formulation of value-added products	4.1 Select ingredients in accordance with recipes, policy and practice, and regulatory requirements 4.2 Weigh ingredients in accordance with recipe specifications and regulatory requirements 4.3 Label ingredients according to workplace and regulatory requirements
5. Prepare meat, stuffings, seasonings and force meat for value-added products	5.1 Prepare meat according to recipes, policy and practice 5.2 Prepare stuffings, seasonings and force meat in accordance with recipes, policy and practice
6. Prepare pastry, marinades, sauces, and glazes for value-added product	6.1 Prepare pastry, marinades, sauces and glazes in accordance with recipes, policy and practice
7. Mix ingredients	7.1 Weigh ingredients in accordance with recipe requirements 7.2 Add ingredients to meat according to recipes, product specifications and regulatory requirements 7.3 Blend ingredients to achieve product consistency according to recipes and product specifications
8. Produce value-added products	8.1 Formulate product according to product specifications 8.2 Present product according to product specifications and policy

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Element	Performance criteria
	and procedures 8.3 Use pastry types according to recipes and workplace requirements 8.4 Skewer meat according to recipes and workplace requirements
9. Store products and ingredients	9.1 Store product according to workplace and regulatory requirements 9.2 Store ingredients according to workplace and regulatory requirements 9.3 Identify shelf life of products and take appropriate action 9.4 Identify effects of ingredients on shelf life and take appropriate action

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMR323A Prepare and produce value added products	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPR322 Prepare and produce value added products

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

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.

The candidate must:

- make adjustments to equipment when necessary according to manufacturer's, workplace and workplace health and safety 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

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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

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- 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 health and safety and hygiene requirements related to producing value-added products

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal operating conditions or in a simulated environment.

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.

The following three forms of assessment must be used:

- demonstration in the workplace or simulated environment
- quiz of underpinning knowledge
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR323 Break small stock carcases for retail sale

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to break small stock carcases for retail sale.

This unit is applicable to meat tradespersons in the retail industry who separate carcases into primal cuts for further processing or preparation.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out to comply with workplace requirements and hygiene standards.

This unit applies to individuals who work under broad direction and take responsibility for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

AMPX209 Sharpen knives

AMPR319 Locate, identify and assess meat cuts

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Break small stock carcase into primal cuts	1.1 Prepare equipment for breaking carcase safely 1.2 Position or fasten carcase securely for separation 1.3 Accurately separate carcase into primal cuts using acceptable cutting lines 1.4 Accurately separate carcase into primal cuts according to workplace, workplace health and safety, Quality Assurance (QA), customer specifications and hygiene requirements
2. Handle knife effectively	2.1 Sanitised knife and other equipment according to workplace and regulatory requirements 2.2 Handle knife safely, hygienically and effectively

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

New unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPR323 Break small stock carcases for retail sale

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must be able to demonstrate:

- breaking carcase into primal cuts for at least one small stock species
- identifying primary cut specifications for at least one small stock species
- using knife skills to enterprise speed and requirements

The candidate must:

- demonstrate safe manual-handling techniques
- breaking carcase into primal cuts for at least one small stock species
- identify primary cut specifications for at least one small stock species
- apply relevant communication skills
- identify contaminated product and take the appropriate corrective action according to workplace requirements
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- hygiene, workplace health and safety or workplace requirements when breaking carcases
- quality requirements for breaking carcases
- principles of contamination in regard to primary cuts
- primary cut specifications for appropriate species
- major anatomical structures of the carcase of appropriate species
- relevant regulatory requirements

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

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Assessment must occur in the workplace under normal production conditions or in a simulated environment.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- demonstration in the workplace or simulated environment
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR324 Break large stock carcases for retail sale

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to break large stock carcases for retail sale.

This unit is applicable to meat tradespersons in the retail industry who separate carcases into primal cuts for further processing or preparation.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out in accordance with workplace requirements and hygiene standards.

This unit applies to individuals who work under broad direction and take responsibility for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

AMPX209 Sharpen knives

AMPR319 Locate, identify and assess meat cuts

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Break large stock carcase into primal cuts	1.1 Prepare equipment for breaking carcase safely 1.2 Position or fasten carcase securely for separation 1.3 Accurately separate carcase into primal cuts using acceptable cutting lines 1.4 Accurately separate carcase into primal cuts according to workplace, workplace health and safety, Quality Assurance (QA), customer specifications and hygiene requirements 1.5 Identify contaminated or out of specification product and take appropriate corrective action, according to workplace and regulatory requirements
2. Handle knife effectively	2.1 Sanitise knife and other equipment according to workplace and regulatory requirements 2.2 Handle knife safely, hygienically and effectively

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPR324 Break large stock carcases for retail sale Release 2	AMPR324 Break large stock carcases for retail sale Release 1	Minor typographical errors corrected	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPR324 Break large stock carcases for retail sale

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Performance Evidence

The candidate must be able to demonstrate:

- breaking carcase into primal cuts for one large stock species
- identifying primary cut specifications for one large stock species
- using knife skills to enterprise speed and requirements.

The candidate must:

- demonstrate safe manual-handling techniques
- break carcase into primal cuts for one large stock species.
- identify primary cut specifications for one large stock species
- apply relevant communication skills
- identify contaminated product and take the appropriate corrective action according to workplace requirements
- sanitise equipment according to workplace requirements
- apply relevant regulatory requirements.

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- hygiene, workplace health and safety or workplace requirements when breaking carcases
- quality requirements for breaking carcases
- principles of contamination in regard to primary cuts
- primary cut specifications for beef and one other species
- major anatomical structures of the carcase of each species
- relevant regulatory requirements.

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Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal production conditions or in a simulated environment.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- demonstration in the workplace or simulated environment
- workplace referee or third-party report of performance over time.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPR325 Prepare cooked meat product for retail sale

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to prepare cooked meat products in a retail establishment.

This unit is applicable to workers in meat retailing. Cookery methods are used to prepare, cook and store meat products for retail sale.

This unit must be delivered in accordance with Australian meat industry standards and regulations.

All work should be carried out in accordance with workplace requirements and hygiene standards.

This unit applies to individuals who work under broad direction and take responsibility for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare meat for cooking	1.1 Prepare meat to workplace health and safety, hygiene and sanitation and regulatory requirements 1.2 Prepare meat following workplace procedures, recipes and requirements 1.3 Identify sub-standard product prior to cooking and take corrective action 1.4 Calculate quantities and assemble required ingredients
2. Cook meat product	2.1 Check equipment and utensils prior to cooking meat products to ensure they meet workplace health and safety, manufacturers, hygiene and sanitation and regulatory requirements 2.2 Cook meat product following workplace health and safety and regulatory requirements 2.3 Cook meat following recipes, workplace procedures and quality assurance requirements 2.4 Monitor temperatures of meat products during cooking 2.5 Cool meat product (if required) 2.6 Monitor and record cooling temperatures of meat product
3. Store meat product	3.1 Store cooked meat product appropriately to avoid cross contamination with raw products 3.2 Store cooked meat product following workplace health and safety, regulatory and quality assurance requirements 3.3 Monitor temperature of cooked meat product during storage

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

New unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPR325 Prepare cooked meat product for retail sale

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time at production speed.

The candidate must:

- trim and prepare meat product to be cooked to workplace requirements
- follow workplace health and safety, regulatory and hygiene and sanitation requirements for preparing meat
- follow workplace recipes and procedures for preparing meat to be cooked
- identify sub-standard or contaminated meat product during preparation
- take corrective action if sub-standard or contaminated product is identified
- identify the most appropriate cooking methods for meat products
- select appropriate cooking equipment
- calculate required weights and quantities
- follow recipes accurately
- apply hygiene and safety principles and procedures during the cooking process
- follow 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
- monitor and record temperature of product throughout the cooking process
- store meat product appropriately
- apply relevant workplace health and safety, regulatory and workplace requirements
- use mathematical skills relevant to the task
- use relevant communication skills

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

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- workplace health and safety, and regulatory requirements for cooked meat products
- workplace procedures for cooking meat products
- temperature requirements for cooking meat products to meet regulatory and quality assurance requirements
- use and characteristics of a range of equipment used for the required methods of meat cookery
- regulatory requirements for the storage of cooked, ready to eat and cook and cool meat products
- storage life of cooked meat products
- effects of different ingredients on storage life of cooked meat products

Assessment Conditions

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Assessment must occur in the workplace under normal enterprise conditions or in a simulated environment.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- verified work log or diary
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPS101 Handle materials and products

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to handle raw materials and products in a meat establishment.

This unit is suitable for operators working under supervision in packing and storage areas.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Handle meat products	1.1 Identify meat according to labels 1.2 Handle and transfer meat in accordance with workplace health and safety requirements 1.3 Handle meat using safe manual handling techniques 1.4 Handle meat product hygienically according to regulatory and workplace requirements 1.5 Store meat product according to workplace, regulatory, hygiene and sanitation and Quality Assurance (QA) requirements
2. Handle materials (as appropriate)	2.1 Handle raw materials in accordance with work instructions, workplace health and safety, and hygiene requirements
3. Maintain clean holding room	3.1 Clean holding room to workplace, safety, hygiene and regulatory requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMS101C Handle materials and products.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPS101 Handle materials and products

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must handle raw materials and products in a meat establishment.

The candidate must:

- handle meat products safely and hygienically, and in accordance with the work instruction
- handle raw materials safety and hygienically, and in accordance with the work instruction
- maintain a clean holding room
- check work for accuracy
- identify problems and refer to the appropriate person for resolution
- use communication and mathematical skills relevant to work instructions and Standard Operating Procedures (SOPs)
- work at the level of speed and accuracy required by the enterprise

Knowledge Evidence

The candidate must demonstrate a basic functional knowledge of:

- the work instruction
- relevant workplace, health and safety, and regulatory requirements

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise. Assessment must occur in the workplace under normal production conditions.

As a minimum, the following three forms of assessment must be used:

- workplace demonstration
- quiz, question and answer
- workplace referee's observation of performance over time

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Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPS102 Pack smallgoods product

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to hand weigh, arrange and bag meat products as required.

This unit may be required by operators working in the packing area of a smallgoods plant.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Weigh product	1.1 Inspect and grade product according to workplace requirements 1.2 Handle product outside specifications according to workplace requirements 1.3 Take corrective action according to workplace requirements if product is outside specifications 1.4 Weigh product according to workplace, hygiene and sanitation, Quality Assurance (QA) and regulatory requirements, where part of work instructions
2. Arrange product	2.1 Arrange product according to workplace, hygiene and sanitation, QA and regulatory requirements, where part of work instructions
3. Bag and seal product	3.1 Bag product according to workplace, hygiene and sanitation QA and regulatory requirements, where part of work instructions
4. Inspect product	4.1 Inspect product for defects according to workplace, hygiene and sanitation, QA and regulatory requirements, where part of work instructions 4.2 Take appropriate action for defects according to workplace requirements
5. Place product into container	5.1 Prepare product for containers according to workplace, hygiene and sanitation, QA and regulatory requirements 5.2 Pack product into containers according to workplace, hygiene and sanitation, QA and regulatory requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMS102C Pack smallgoods product.

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Links

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Assessment Requirements for AMPS102 Pack smallgoods product

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must hand-weigh, arrange and bag meat products in a meat processing establishment.

The candidate must:

- inspect and grade of a variety of products prior to packaging
- accurately weigh a variety of products
- package and arrange product into 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
- apply relevant workplace health and safety requirements
- use communication and mathematical skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a basic functional knowledge of:

- process for 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
- bagging requirements for a variety of products
- labelling requirements
- requirements for inspecting bagged products and the action to be taken if defects are found
- relevant workplace health and safety requirements

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise. Assessment must occur in the workplace under normal operating conditions.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPS201 Package product using thermoform process

Modification History

Release	Comments
Release 3	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 2	This version released with AMP Australian Meat Processing Training Package Version 4.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to package meat and meat products using a thermoform process.

Operators in meat processing premises may require this unit to package product and extend shelf life.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Smallgoods sector

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Set up and adjust thermoforming machinery and materials	1.1 Set up thermoforming machinery and materials for a variety of product specifications according to manufacturer's specifications and workplace, workplace health and safety, and hygiene requirements 1.2 Adjust thermoforming machinery and materials according to manufacturer's specifications and workplace, health and safety. and hygiene requirements
2. Set up requirements for packaging	2.1 Set up requirements for packaging to workplace, workplace health and safety, and hygiene and sanitation requirements
3. Operate thermoforming machinery	3.1 Operate thermoforming machinery to throughput requirements for a variety of products according to manufacturer's specifications and workplace, workplace health and safety, and hygiene requirements
4. Change dates	4.1 Change dates on the date coder according to manufacturer's specifications and workplace, health and safety, and hygiene requirements
5. Clean machinery and materials	5.1 Clean machinery and accessories according to manufacturer's specifications and workplace, health and safety, and hygiene requirements
6. Monitor and identify faulty product and packaging	6.1 Identify faulty product and packaging according to workplace requirements
7. Report and/or fix operating problems on thermoforming equipment and auxiliaries	7.1 Report and/or fix operating problems on thermoforming equipment and auxiliaries according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.	

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPS201 Package product using thermoform process Release 3	AMPS201 Package product using thermoform process Release 2	Minor wording change made to performance evidence to remove reference to cooked and uncooked products	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPS201 Package product using thermoform process

Modification History

Release	Comments
Release 3	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 2	This version released with AMP Australian Meat Processing Training Package Version 4.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Performance Evidence

The individual must package processed meat products using a thermoform process.

Individuals must:

- identify where labels and other raw materials are stored
- 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
- identify flaws in packaging film
- demonstrate a full label change
- set machine to different product specifications
- perform a full changeover within the specified time
- apply communication and mathematical skills relevant to work instructions and Standard Operating Procedures (SOPs)
- implement the hygiene procedures for the thermoforming machinery.

Knowledge Evidence

The individual must demonstrate a basic factual, technical and procedural knowledge of:

- relevant regulatory requirements
- how the thermoforming machine works

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- reasons for changing the different settings
- temperature requirements and the importance of correct temperature
- hygiene requirements and their importance
- 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
- 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
- causes and corrective actions for re-packs
- thermoforming equipment and accessories.

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal production conditions.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPS203 Operate bar and coder systems

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate a bar and coder system.

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.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This Unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Start-up and shut-down coding system	1.1 Start-up and shut-down coding system to workplace, workplace health and safety regulatory and hygiene requirements
2. Change dates and fonts on bar and date coders	2.1 Change dates and fonts on bar and date coders according to workplace requirements
3. Perform routine maintenance on the coding system	3.1 Perform routine maintenance on the coding system according to manufacturer's specifications and workplace, health and safety, and hygiene requirements
4. Enter or change product details	4.1 Enter or change product details according to workplace requirements
5. Fix printing problems	5.1 Fix printing problems according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMS207C Operate bar and coder systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPS203 Operate bar and coder systems

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate a bar and coder system.

The candidate must:

- use bar and coder system on a variety of products
- change dates on the coders
- use 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
- identify the common causes of printing problems
- demonstrate the correct procedures for fixing common printing problems
- apply communication and mathematical skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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 their maintenance requirements
- correct procedures for re-booting the computer system

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Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal production conditions.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPS205 Select, identify and prepare casings

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to select, identify and prepare casings.

This unit is suitable for operators working in smallgoods manufacturing establishments or value-adding, wholesaling and food services establishments.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Select casings	1.1 Identify casings according to casing specifications 1.2 Select casings to suit product requirements 1.3 Check casings for faults according to workplace requirements
2. Prepare casings	2.1 Calibrate casings according to product specifications and workplace requirements 2.2 Prepare casings as required according to workplace requirements 2.3 Flush casings thoroughly with clean water in accordance with workplace requirements 2.4 Spool or pull casings are into filling tube or nozzle in preparation for further processing 2.5 Prepare correct quantity of casings in accordance with production specifications 2.6 Prepare casings according to workplace health and safety, and hygiene and sanitation requirements 2.7 Store casings according to manufacturer specifications and hygiene requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMS210B Select, identify and prepare casings.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPS205 Select, identify and prepare casings

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must select, identify and prepare casings.

The candidate must:

- 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
- follow the requirements of the work instruction
- work to production speed

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal production conditions.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPS206 Manually shape and form product

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to manually shape and form products into a particular shape.

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.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Select meat product	1.1 Select meat product to be placed in casing to product specifications, hygiene and sanitation, workplace and Quality Assurance (QA) requirements
2. Fill casings	2.1 Select appropriate casings and filling nozzle (where appropriate) according to workplace requirements and product specifications 2.2 Fill casings to consistency required by product specifications, hygiene and sanitation, workplace and QA requirements 2.3 Identify, remove and report defective product to workplace requirements
3. Operate metal detector	3.1 Operate metal detector (where appropriate) to workplace requirements and manufacturer's specifications
4. Form product	4.1 Shape and form product according to product specifications, workplace, hygiene and sanitation, QA and customer requirements 4.2 Shape and form a variety of products to production requirements
5. Link or twist, clip and net product	5.1 Link or twist product to meet product specifications 5.2 Perform clipping according to specifications 5.3 Form product according to specifications 5.4 Shape and net products (if required) according to product specifications 5.5 Remove defective products from production and report according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMS211B Manually shape and form product.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPS206 Manually shape and form product

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must manually shape and form products into a specified shape.

The candidate must:

- follow the requirements of the work instruction
- work to production speed
- 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
- explain filling to required product specifications for a variety of products
- apply relevant workplace health and safety, and regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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

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- possible faults in skins and their effect on the product
- procedures for dealing with waste product and broken casings
- relevant workplace health and safety, and regulatory requirements

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise. Assessment must occur in the workplace under normal operating conditions.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPS207 Slice product using simple machinery

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to set up, load, clean and operate manually set and adjusted slicing equipment in a smallgoods manufacturing establishment.

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.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Prepare slicing equipment	1.1 Set up equipment and accessories in accordance with product specifications and workplace health and safety requirements 1.2 Clean equipment and machinery in accordance with hygiene and workplace requirements 1.3 Conduct pre-start safety checks in accordance with workplace and regulatory requirements and corrective action for identified faults
2. Prepare product for slicing	2.1 Prepare product for slicing to workplace requirements 2.2 Handle out-of-specification product to workplace requirements
3. Operate slicing equipment	3.1 Adjust equipment to suit product specifications in accordance with workplace and health and safety requirements 3.2 Operate equipment to slice a range of products to specifications at a speed similar to production requirements and in accordance with manufacturer's specifications 3.3 Change equipment from the slicing of one product to the slicing of another to workplace requirements 3.4 Identify, record and report equipment malfunctions or faults in accordance with workplace requirements
4. Weigh and bag products within weight specifications	4.1 Weigh and bag products with weight specifications to specifications, workplace, hygiene and sanitation, Quality Assurance (QA) and customer requirements 4.2 Adjust weight control mechanisms to specifications and workplace requirements
5. Clean and maintain slicing equipment	5.1 Clean and maintain slicing equipment according to workplace and manufacturer's specifications 5.2 Implement cleaning procedures to workplace requirements when changing product to be sliced

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMS213B Slice product using simple machinery.

Links

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Assessment Requirements for AMPS207 Slice product using simple machinery

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must set up, load, clean and operate manually set and adjusted slicing equipment in a smallgoods manufacturing establishment.

The candidate must:

- follow the requirements of the work instruction
- work at production speed
- 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
- weigh and bag products with weight specifications
- apply communication skills relevant to work instructions and Standard Operating Procedures (SOPs)
- explain and demonstrate checks on products if a part of work instructions

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- 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

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- 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

Assessment Conditions

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPS208 Rotate stored meat

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to rotate stored meat in a meat establishment.

This unit is used by smallgoods operators with responsibility for rotating and monitoring the shelf life of stored meat.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Store meat	1.1 Store meat at the required refrigerated temperature in accordance with hygiene and sanitation, regulatory and workplace requirements 1.2 Document meat storage time and shelf life for each meat product according to regulatory requirements 1.3 Check meat to ensure it is labelled in accordance with workplace and regulatory requirements
2. Rotate stored meat	2.1 Select meat for rotation according to label documentation and workplace requirements 2.2 Handle meat hygienically during rotation in accordance with regulatory and hygiene requirements 2.3 Rotate meat according to regulatory, hygiene and workplace requirements 2.4 Consider shelf life of meat in relation to the storage and rotation of meat and meat product 2.5 Handle meat according to workplace health and safety requirements
3. Maintain clean holding room	3.1 Clean holding room according to regulatory, workplace health and safety, hygiene and workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMS214B Rotate stored meat.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPS208 Rotate stored meat

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must rotate stored meat in a meat establishment.

The candidate must:

- follow the work instruction
- work at production speed
- read and interpret product labels
- store meat in accordance with temperature requirements
- demonstrate rotation of stored meat in line with:
  - hygiene and sanitation requirements
  - regulatory requirements
  - WHS requirements
  - workplace 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
- apply communication and mathematical skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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

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Assessment Conditions

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Assessment must occur in the workplace under normal production conditions.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPS209 Rotate meat product

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to rotate meat products in a meat establishment.

This unit is used by smallgoods operators with responsibility for rotating and monitoring the shelf life of stored meat product.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Store meat product	1.1 Store meat product at the required refrigerated temperature in accordance with hygiene and sanitation, regulatory and workplace requirements 1.2 Document meat product storage times and shelf life for each meat product according to regulatory requirements 1.3 Check meat product to ensure it is labelled in accordance with workplace and regulatory requirements
2. Rotate stored meat product	2.1 Select meat product for rotation according to label documentation and workplace requirements 2.2 Handle meat product hygienically during rotation in accordance with regulatory and hygiene requirements 2.3 Rotate meat product according to regulatory, hygiene and workplace requirements 2.4 Consider shelf life of meat product in relation to the storage and rotation of meat and meat product 2.5 Handle meat product according to workplace health and safety requirements
3. Maintain clean holding room	3.1 Clean holding room according to regulatory, workplace health and safety, hygiene and workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMS215B Rotate meat product.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPS209 Rotate meat product

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must rotate meat products in a meat establishment.

The candidate must:

- follow the work instruction
- work at production speed
- read and interpret product labels
- store meat product in accordance with temperature requirements
- demonstrate rotation of stored meat product in line with:
  - hygiene and sanitation requirements
  - workplace health and safety requirements
  - regulatory requirements
  - workplace requirements
- apply communication and mathematical skills relevant to work instructions and Standard Operating Procedures (SOPs)
- select, organise, report and record routine information and mathematical data related to:
  - labelling
  - rotation and shelf life of meat product
  - storage of meat product

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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

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Assessment Conditions

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Assessment must occur in the workplace under normal operating conditions.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPS210 Inspect carton meat

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to perform routine carton meat inspection prior to further processing.

This unit is applicable to workers in smallgoods, food service or retail outlets who routinely inspect carton meat for specification or contamination defects.

This unit does not apply to workers performing Meat Hygiene Assessment (MHA) procedures for carton meat.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Open and inspect carton meat	1.1 Select sample cartons for inspection according to a sampling plan where every carton is not being inspected 1.2 Conduct inspection according to workplace requirements for facilities and for using Personal Protective Equipment (PPE) 1.3 Inspect carton meat for contamination and specification defects according to workplace requirements 1.4 Take corrective action according to workplace requirements 1.5 Handle cartons safely according to workplace and health and safety requirements 1.6 Record and report defects according to workplace requirements 1.7 Segregate and dispose of defects in accordance with workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMS216B Inspect carton meat.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPS210 Inspect carton meat

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must perform routine carton meat inspection prior to further processing.

The candidate must:

- meet the requirements of the work instruction
- use sample program, where applicable
- perform inspection according to workplace requirements for hygiene and safety
- report defects, where appropriate
- apply defect reporting procedures
- apply communication and mathematical skills relevant to work instructions and Standard Operating Procedures (SOPs)
- take appropriate corrective action when defects are found
- apply relevant workplace health and safety policies and procedures
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- appropriate inspection procedures
- defect reporting procedures
- Standard Operating Procedures (SOPs) for personal hygiene
- likely defects to be encountered
- work instructions for carton inspection

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

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As a minimum, the following three forms of assessment must be used:

- workplace demonstration
- workplace referee's observation of performance over time
- quiz, question and answer

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPS211 Prepare dry ingredients

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to prepare dry ingredients in a smallgoods manufacturing establishment.

Operators require these skills and knowledge to prepare dry ingredients in preparation for further processing of meat and meat products.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Select ingredients	1.1 Select ingredients a by type and quality according to product specifications 1.2 Select dry ingredients according to the formulation specification 1.3 Handle ingredients hygienically at all times to prevent contamination
2. Weigh and batch ingredients	2.1 Correctly calibrate scales for precise measurement 2.2 Place ingredients in specific containers for weighing 2.3 Weigh ingredients according to daily production requirements 2.4 Sort and weight ingredients into batch quantities according to recipes and product requirements 2.5 Mix spices according to recipe
3. Record usage	3.1 Store ingredients in a safe and hygienic manner 3.2 Accurately record usage of ingredients to workplace requirements 3.3 Reconcile usage of ingredients to production specifications

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMS217A Prepare dry ingredients.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPS211 Prepare dry ingredients

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must prepare dry ingredients in a smallgoods manufacturing establishment.

The candidate must:

- follow the requirements of the work instruction
- work at production speed
- calibrate scales (where required)
- follow a recipe correctly
- select ingredients according to product specifications
- weigh ingredients to product specifications and daily production requirements
- record usage of ingredients to workplace requirements
- explain and demonstrate batching in accordance with food standards code
- apply mathematical skills appropriate to the task
- apply relevant workplace health and safety, workplace and regulatory requirements
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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
- workplace health and safety 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

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Assessment Conditions

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Assessment must occur in the workplace under normal production conditions.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPS212 Measure and calculate routine workplace data

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to calculate and record workplace measurements commonly used in the meat industry and includes the use of measuring instruments.

Skills to measure and calculate statistical data are used widely throughout the retail, smallgoods and processing sectors of the meat industry, for example:

- 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

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations**.**

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Use routine measuring instruments	1.1 Select and use measuring instruments a to measure common workplace units 1.2 Identify and report faults with measuring instruments according to standard procedures
2. Calculate routine workplace measures	2.1 Use basic mathematical processes to calculate routine workplace measures of product characteristics 2.2 Verify calculations by using estimating techniques
3. Calculate performance measures	3.1 Calculate percentages, ratios and proportions to derive information about workplace requirements and performance 3.2 Identify and measure deviations in performance to determine the extent of variations
4. Record routine workplace data	4.1 Record results on standard graphs or charts 4.2 Identify and rectify errors in recording information on charts 4.3 Interpret graphs or charts to identify trends and variations

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMS218B Measure and calculate routine workplace data.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPS212 Measure and calculate routine workplace data

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must calculate and record workplace measurements commonly used in the meat industry.

The candidate must:

- select, operate and explain the purpose of measuring instruments
- identify routine faults in measuring instruments
- use and apply the principles and units of measurement
- 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 workplace health and safety, workplace and regulatory requirements whenever undertaking numeracy tasks in a meat industry environment
- present mathematical data for use in the workplace
- use estimation processes
- use numeracy skills and mathematical concepts to solve workplace problems
- verify calculations

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- purpose of graphs or charts
- relationship between different measurement scales
- relevant workplace health and safety, workplace and regulatory requirements
- principles and units of measurement

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Assessment Conditions

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Three different forms of assessment must be used. This must include:

- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPS213 Manually link and tie product

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit covers the skills and knowledge required to manually link and tie meat products.

Operators in smallgoods plants require this unit where they are required to manually link and tie products such as sausages, frankfurts, salamis and Strasbourg.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Link and tie product	1.1 Link and tie product at a rate similar to workplace production requirements 1.2 Link product in accordance with product specifications and workplace requirements 1.3 Link and tie product according to regulatory, workplace health and safety, and hygiene requirements 1.4 Hang product according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMS219A Manually link and tie product.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPS213 Manually link and tie product

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must manually link and tie meat products.

The candidate must:

- follow the requirements of the work instruction
- work at production speed
- link and tie product to workplace, health and safety, and hygiene requirements
- handle knives safely and effectively (as required)
- identify, remove and report defective products to workplace requirements
- apply communication and mathematical skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- rationale for linking, tying and hanging products
- workplace requirements for dealing with waste products and broken casings
- applicable regulatory requirements

Assessment Conditions

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Assessment must occur in the workplace under normal production conditions.

As a minimum, the following three forms of assessment must be used:

- workplace demonstration

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- workplace referee's observation of performance over time
- quiz, question and answer

Assessors must satisfy the current standards for RTOs.

Links

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AMPS300 Operate mixer or blender unit

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to deal with specialist processing technologies to comminute meat and ingredients for further processing in a meat establishment.

A skilled operator in a smallgoods establishment may have responsibility for comminution of products such as devon, bloodwurst, salamis and berlinas.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Set up specialist cutting equipment	1.1 Check blades for sharpness and correct sequence in accordance with workplace, and workplace health and safety requirements 1.2 Take corrective action as necessary 1.3 Wash down and sanitise equipment according to hygiene and workplace requirements 1.4 Load ingredients according to product specifications and workplace health and safety requirements
2. Operate specialist cutting equipment	2.1 Check ingredients to ensure conformity to product and customer specifications 2.2 Program equipment to product specification and workplace health and safety requirements 2.3 Load ingredients in a specified regime for the style of the product 2.4 Process product according to product and manufacturer's specifications, and workplace health and safety requirements 2.5 Operate silent or bowl cutter to produce a variety of specified products to meat production requirements 2.6 Judge timing of the process for correct texture according to product specifications 2.7 Control temperature to product specifications, and hygiene and sanitation requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMS300B Operate mixer, blender unit.

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Assessment Requirements for AMPS300 Operate mixer or blender unit

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must use specialist processing technologies to comminute meat and ingredients for further processing in a meat establishment.

The candidate must:

- follow the requirements of the work instruction
- work at production speed
- identify various additives, spices and binders
- calculate quantities and weights in order to meet product specifications
- operate bowl cutter to produce a variety of products to:
  - workplace requirements
  - workplace health and safety 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 communication and mathematical skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- health and hygiene factors related to operating a bowl cutter
- corrective action to be taken in situations such as:
  - incorrect loading of ingredients
  - machinery malfunction
  - temperature malfunction

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    - unhygienic meat ingredients
- common tests for blade sharpness such as:
    - 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 including:
    - fat separation caused by over-heating
    - 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 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

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal production conditions.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

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Assessors must satisfy the current standards for RTOs.

Links

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AMPS301 Cook, steam and cool product

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Application

This unit covers the skills and knowledge required to prepare products with the application of heat treatment in a meat establishment.

A skilled operator would require this unit to prepare cooked and steamed products including trimmed meats, ready to cut meats, frankfurters and hams.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Place product in cooking or steaming facility	1.1 Identify individual product and place correctly in cooking or steaming facility for even cooking or steaming 1.2 Space product in cooking facility according to product and manufacturer's specifications
2. Cook or steam product	2.1 Determine correct cooking or steaming procedure 2.2 Set and maintain cooking or steaming cycle according to specifications and workplace requirements 2.3 Regularly monitor cooking or steaming process and adjust as necessary to fulfil product specifications 2.4 Check internal temperature of product on completion of cooking or steaming cycle to ensure correct process has been achieved 2.5 Cook or steam a variety of products to workplace requirements and customer specifications at a speed similar to production requirements 2.6 Correctly record process and results of cooking or steaming 2.7 Dye product to achieve a uniform colour when required by product specifications
3. Chill or cool product	3.1 Weigh product immediately on completion of cooking or steaming cycle 3.2 Chill product immediately or cool at ambient temperature before chilling according to product specifications 3.3 Identify and store product according to product specifications and workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Code and title	Code and title	Comments	Equivalence status

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current version	**previous version**		
AMPS301 Cook, steam and cool product Release 2	AMPS301 Cook, steam and cool product Release 1	Minor typographical errors corrected	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPS301 Cook, steam and cool product

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Performance Evidence

Candidates must consistently cook, steam and cool product to workplace requirements in the workplace.

Candidates must:

- follow the requirements of the work instruction
- work at production speed
- 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 relevant to work instructions and Standard Operating Procedures (SOPs)
- apply relevant workplace health and safety, and regulatory requirements.

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- correct cooking or steaming procedure for specific products
- procedure followed to measure product internal temperatures correctly

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- 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 workplace health and safety, 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.

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPS302 Prepare dried meat

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit covers the skills and knowledge required to select and dry meat cuts for the production of dried meat products.

This unit is applicable to workers producing products such as jerky, biltong and dried pet treats (e.g. pigs' ears).

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Select and prepare meat for drying	1.1 Select meats cuts for drying according to workplace specifications 1.2 Inspect meat for defects 1.3 Identify defects and take corrective action according to workplace requirements 1.4 Prepare and store meat prior to processing according to workplace requirements
2. Dry meat products	2.1 Perform pre-operational checks on drier according to workplace requirements 2.2 Load drier according to workplace requirements, including hygiene and sanitation, and workplace health and safety requirements 2.3 Operate drier according to workplace requirements, including observing time and temperature specifications 2.4 Maintain records according to workplace requirements 2.5 Empty drier according to workplace requirements
3. Inspect and store dried meat	3.1 Inspect dried product according to workplace requirements 3.2 Store dried product prior to packing according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMS302B Prepare dried meat.

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Assessment Requirements for AMPS302 Prepare dried meat

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

Candidates must prepare at least two different types of dried meat to workplace requirements.

Candidates must:

- follow the requirements of the work instruction
- work at production speed
- select and prepare meat for drying
- identify defects and take appropriate corrective action
- identify contamination
- dry a minimum of three different types of meat products according to workplace requirements
- inspect and store dried meat products according to workplace requirements
- apply communication and mathematical skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- sources and causes of contamination
- ways of preventing contamination
- workplace health and safety hazards associated with operating a drier
- workplace specifications for meat to be dried
- drying processes for at least three different kinds of dried meat products
- relevant regulatory requirements
- time and temperature requirements for the variety of products produced

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

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Assessment must occur in the workplace under normal production conditions.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPS303 Fill casings

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit covers the skills and knowledge required to prepare and fill casings.

This unit is suitable for operators working in smallgoods manufacturing establishments or value-adding, wholesaling and food services establishments.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare casings	1.1 Calibrate casings according to product specifications and workplace requirements 1.2 Confirm specifications of casings for each product 1.3 Check casings for faults according to workplace requirements 1.4 Prepare casings as required according to workplace requirements 1.5 Flush casings thoroughly with clean water in accordance with workplace requirements 1.6 Spool or pull casings into filling tube or nozzle in preparation for further processing 1.7 Prepare correct quantity of casings in accordance with production specifications 1.8 Prepare casings are prepared according to workplace health and safety, and hygiene and sanitation requirements 1.9 Store casings according to manufacturer's specifications and hygiene requirements
2. Prepare filling machinery	2.1 Complete requirements in preparation for start-up of filling machine to workplace requirements 2.2 Set machine requirements correctly 2.3 Follow start-up procedures to workplace requirements 2.4 Attach and change filling materials to workplace requirements and product specifications 2.5 Follow workplace health and safety, hygiene and sanitation requirements
3. Fill casings	3.1 Select appropriate casings and filling nozzle according to requirements and product specifications 3.2 Load filler and fill casings to consistency required by product specifications 3.3 Identify, remove and report defective product according to workplace requirements
4. Clean equipment	4.1 Clean equipment according to manufacturer's specifications and workplace requirements

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMS303B Fill casings.

Links

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Assessment Requirements for AMPS303 Fill casings

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

Candidates must consistently fill casings to workplace requirements.

Candidates must:

- follow the requirements of the work instruction
- work at production speed
- 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 communication and mathematical skills relevant to work instructions and Standard Operating Procedures (SOPs)
- describe storage requirements of soaked casings carried over from production
- explain storage requirements of both natural and synthetic casings

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- procedures followed to set up filling machine to correct specifications

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- 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
- possible faults in skins and explain their effect on the product
- relevant regulatory requirements

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal production conditions.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPS304 Thaw product - water

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit covers the skills and knowledge required to thaw frozen product in preparation for further processing.

This unit is applicable to workers in smallgoods plants where further processing of frozen product is required.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Thaw product in water	1.1 Select meat to be thawed according to workplace requirements 1.2 Check and prepare tanks according to work instructions 1.3 Thaw product according to work instructions 1.4 Monitor tank flows to meet regulatory requirements 1.5 Complete product temperature monitoring and recording according to workplace requirements 1.6 Complete thawing in accordance with workplace health and safety requirements 1.7 Identify and minimise potential sources of contamination and cross-contamination
2. Store and despatch thawed product and forward for processing	2.1 Rotate thawed product according to workplace requirements 2.2 Store thawed product according to workplace requirements 2.3 Keep records according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMS304B Thaw product – water.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPS304 Thaw product - water

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

Candidates must consistently carry out the thawing process according to workplace and regulatory requirements.

Candidates must:

- follow the requirements of the work instruction
- work to production speed
- 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
- maintain control of the flow of product through thawing and dispatch to further processing
- follow workplace health and safety and hygiene requirements
- apply communication and mathematical skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- sources of contamination and cross-contamination
- ways of minimising contamination
- regulations dealing with thawing of product
- workplace requirements for thawing product including:
  - workplace health and safety requirements.
  - Standard Operating Procedures (SOPs)
- principles of stock rotation

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

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Assessment must occur in the workplace under normal production conditions.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPS305 Thaw product - air

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit covers the skills and knowledge required to thaw product using air for further processing or re-working.

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.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Thaw product in air	1.1 Select product to be thawed and move to thawing chillers according to workplace requirements 1.2 Check chillers according to workplace requirements 1.3 Thaw product according to work instructions and regulatory requirements 1.4 Complete product monitoring and recording according to workplace requirements 1.5 Undertake thawing in accordance with workplace health and safety requirements 1.6 Identify and minimise potential sources of contamination and cross-contamination
2. Store and despatch thawed product	2.1 Store and rotate thawed product according to workplace and regulatory requirements 2.2 Maintain product segregation as required 2.3 Keep records according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMS305B Thaw product – air.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPS305 Thaw product - air

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

Candidates must consistently thaw product according to workplace and regulatory requirements.

Candidates must:

- follow the requirements of the work instruction
- work at production speed
- check and prepare chillers for thawing
- thaw product according to workplace and regulatory requirements
- maintain control of the flow of product through thawing and despatch to further processing
- apply communication and mathematical skills relevant to work instructions and Standard Operating Procedures (SOPs)
- keep records to workplace requirements
- follow workplace hygiene and workplace health and safety requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- sources of contamination and cross-contamination
- ways of minimising contamination
- regulations dealing with the thawing of product
- workplace requirements for thawing product including:
  - workplace health and safety
  - Standard Operating Procedures (SOPs)
- principles of stock rotation
- work instructions

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Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal production conditions.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPS307 Sort meat

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit covers the skills and knowledge required to select and sort meat products to specification in a meat establishment.

A skilled operator in a smallgoods establishment would sort meat prior to batching and further processing.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Sort products	1.1 Correctly select products by specification according to customer and workplace requirements 1.2 Identify and deal with contaminated products according to workplace and hygiene requirements 1.3 Sort products by specification according to workplace requirements
2. Classify products	1.1 Accurately measure products to specification according to workplace requirements 1.2 Describe products to specification according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMS307A Sort meat.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPS307 Sort meat

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

Candidates must select and sort meat products to specification in a meat establishment.

Candidates must:

- follow the requirements of the work instruction
- work at production speed
- identify a range of meat cuts related to sorting meat
- consistently sort and classify meat products to:
  - customer requirements
  - hygiene and sanitation requirements
  - quality requirements
  - workplace health and safety requirements
  - workplace requirements
- explain and demonstrate methods of accurately measuring and describing products to specification
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- hygiene requirements for sorting meat
- likely contaminants
- regulatory requirements
- workplace requirements for sorting meat

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

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Assessment must occur in the workplace under normal production conditions.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPS308 Batch meat

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit covers the skills and knowledge required to batch meat products to specification in a meat establishment.

A skilled smallgoods operator would batch meat already sorted to specification, in readiness for further processing.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Select sorted meat	1.1 Select sorted meat by type according to product and customer specifications 1.2 Select sorted meat according to workplace health and safety and hygiene and sanitation requirements 1.3 Select correct meat, by-product and stock according to the formulation specification and workplace requirements
2. Prepare batched meat	2.1 Calibrate scales in accordance with product specifications and workplace requirements 2.2 Place meat in appropriate containers and weigh according to production specifications 2.3 Batch meat according to workplace hygiene requirements
3. Record usage of meat	3.1 Store meat in accordance with workplace, health and safety, and hygiene and sanitation requirements 3.2 Record usage of meat in accordance with workplace and regulatory requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMS308A Batch meat.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPS308 Batch meat

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

Candidates must batch meat products to specification in a meat establishment.

Candidates must:

- follow the requirements of the work instruction
- work at production speed
- 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 communication and mathematical skills relevant to work instructions and Standard Operating Procedures (SOPs)
- apply relevant workplace health and safety, workplace and regulatory requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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 workplace health and safety, workplace and regulatory requirements
- critical information within the Australia New Zealand Food Standards Code relevant to immediate work environment

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

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Assessment must occur in the workplace under normal production conditions.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPS309 Operate product forming machinery

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit covers the skills and knowledge required to operate and control a production line using product-forming machinery.

This unit is applicable to smallgoods manufacturing operations.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Set up product forming equipment	1.1 Set up all processing equipment according to production requirements 1.2 Use appropriate Personal and Protective Equipment (PPE) as provided 1.3 Conduct routine pre-start checks prior to commencement of operation 1.4 Ensure required product materials are in place
2. Operate product forming machinery	2.1 Use product forming machinery is used according to workplace requirements 2.2 Take appropriate remedial action to correct any faults in process or product 2.3 Monitor process to confirm that specifications are met, and variations in operating conditions are addressed 2.4 Meet daily production schedule 2.5 Maintain workplace records according to workplace recording requirements
3. Ensure smooth operation of process	3.1 Identify potential dangers from hazards and ensure actions taken reflect the required precautions 3.2 Communicate clearly and accurately with team members 3.3 Promptly, clearly and accurately report faults and variances outside the job holder's area of responsibility to an appropriate authority 3.4 Encourage and support team members to work as an effective team 3.5 Follow safe working procedures at all times
4. Shut-down the process	4.1 Identify appropriate shut-down procedure 4.2 Shut-down process according to workplace procedures 4.3 Promptly, clearly and accurately report faults and variances outside area of responsibility to an appropriate authority

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMS309B Operate product forming machinery.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPS309 Operate product forming machinery

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

Candidates must operate and control a production line using product-forming machinery.

Candidates must:

- follow the requirements of the work instruction
- work at production speed
- set up processing equipment to workplace requirements
- operate machinery to ensure that product consistently meets required specifications
- take appropriate corrective action as required
- follow production documentation requirements and procedures
- apply communication and mathematical skills relevant to work instructions and Standard Operating Procedures (SOPs)
- observe relevant Quality Assurance (QA) and inspection procedures and systems
- apply relevant workplace health and safety, regulatory and workplace requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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 workplace health and safety, regulatory and workplace requirements
- potential dangers in specific plant and equipment

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Assessment Conditions

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Assessment must occur in the workplace under normal production conditions.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPS310 Operate link and tie machinery

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit covers the skills and knowledge required to operate and control the use of link and tie machinery in a smallgoods manufacturing operation.

This unit is applicable to smallgoods manufacturing operations.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Set up link and tie machinery	1.1 Set up equipment according to production requirements 1.2 Use appropriate personal protective equipment (PPE) as provided 1.3 Conduct routine pre-start checks prior to commencement of operation 1.4 Ensure required materials are in place
2. Operate link and tie machinery	2.1 Use link and tie machinery according to workplace requirements and product specifications 2.2 Take appropriate remedial action to correct any faults in process or product 2.3 Monitor process to confirm that specifications are met, and variations in operating conditions are addressed 2.4 Meet daily production schedule 2.5 Maintain workplace records according to workplace recording requirements
3. Ensure smooth operation of process	3.1 Identify potential dangers from hazards and take appropriate precautions 3.2 Use clear and accurate oral communication with team members 3.3 Report faults and variances outside area of responsibility promptly, clearly and accurately to an appropriate authority 3.4 Encourage and support team members to work as an effective team 3.5 Follow safe working procedures at all times
4. Shut-down the process	4.1 Identify appropriate shut-down procedure 4.2 Shut-down process according to workplace procedures

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMS310B Operate link and tie machinery.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPS310 Operate link and tie machinery

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

Candidates must operate and control the use of link and tie machinery in a smallgoods manufacturing operation.

Candidates must:

- follow the requirements of the work instruction
- work at production speed
- apply fault-finding, rectification and reporting procedures
- consistently operate link and tie machinery to workplace requirements
- 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 communication and mathematical skills relevant to work instructions and Standard Operating Procedures (SOPs)
- apply relevant workplace health and safety, regulatory and workplace requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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

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- 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 workplace health and safety, regulatory and workplace requirements

Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

As a minimum, the following three forms of assessment must be used:

- workplace demonstration
- workplace referee's observation of performance over time
- quiz, question and answer.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPS311 Operate complex slicing and packaging machinery

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit covers the skills and knowledge required to operate and control slicing and packaging machinery in smallgoods manufacturing operations.

This unit is applicable to smallgoods manufacturing operations.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Set up equipment for operation	1.1 Confirm and load packaging components and consumables, materials and items to be packaged or sliced to meet operating requirements 1.2 Identify and confirm cleaning and maintenance requirements, and status 1.3 Fit and adjust machine components and related attachments to meet operating requirements 1.4 Carry out pre-start checks as required by workplace requirements 1.5 Use appropriate Personal Protective Equipment (PPE) as provided
2. Operate slicing and packaging machinery	2.1 Start and operate process according to workplace procedures and product specifications 2.2 Monitor equipment to identify variation in operating conditions 2.3 Identify variation in equipment operation and report maintenance requirements according to workplace reporting requirements 2.4 Take appropriate remedial action to correct any faults in process or product 2.5 Meet workplace housekeeping standards 2.6 Meet daily production schedule 2.7 Maintain workplace records according to workplace recording requirements
3. Ensure smooth operation of process	3.1 Identify potential dangers from hazards and take appropriate precautions 3.2 Check and adjust equipment performance as required 3.3 Use clear and accurate oral communication with team members 3.4 Encourage and support team members to work as an effective team 3.5 Follow safe working procedures at all times
4. Shut down the process	4.1 Identify appropriate shut-down procedure 4.2 Shut-down process according to workplace procedures 4.3 Promptly, clearly and accurately report faults and variances outside area of responsibility to an appropriate authority

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMS311B Operate complex slicing and packaging machinery.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPS311 Operate complex slicing and packaging machinery

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

Candidates must operate and control slicing and packaging machinery in smallgoods manufacturing operations.

Candidates must:

- follow the requirements of the work instruction
- work to production speed
- demonstrate correct use of protective clothing and equipment
- set up equipment to workplace requirements
- apply production documentation requirements and procedures
- efficiently and consistently operate machinery to workplace requirements
- identify potential dangers in specific plant and equipment
- apply fault-finding, rectification and reporting procedures
- complete shut-down processes as required
- apply communication and mathematical skills relevant to work instructions and Standard Operating Procedures (SOPs)
- observe relevant Quality Assurance (QA) and inspection procedures and systems
- apply relevant workplace health and safety and regulatory requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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

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- 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 workplace health and safety, and regulatory requirements

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal production conditions.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPS312 Prepare meat-based pates and terrines for commercial sale

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit covers the skills and knowledge required to prepare meat-based pâtés and terrines for commercial sale.

This unit is applicable to smallgoods producers who are developing and manufacturing pâtés and terrines for commercial sale.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare ingredients	1.1 Prepare work area 1.2 Select ingredients for pâtés and terrines according to specifications 1.3 Pre-prepare meat and offal ingredients according to specifications 1.4 Pre-cook meat, offal and other ingredients according to specifications 1.5 Prepare and line moulds for pâtés and terrines according to specifications 1.6 Set-up equipment and conduct pre-operational checks on required specialised machinery
2. Prepare pâtés and terrines	2.1 Prepare and use a range of binding agents and processes required in the preparation of basic forcemeat 2.2 Prepare a range of pastries suitable for pâté en croute and handle correctly to ensure high quality and attractive presentation 2.3 Use specialised machinery for making pâtés and terrines correctly and safely according to manufacturer instructions 2.4 Cook pâtés and terrines to specification ensuring non-spore forming pathogens are destroyed 2.5 Assess product stability and spreadability
3. Pack and store pâtés and terrines	3.1 Select and pack pâtés and terrines using appropriate packaging 3.2 Chill pâtés and terrines at a sufficient rate to prevent spore-forming pathogens 3.3 Store pâtés and terrines according to regulatory requirements
4. Develop new recipes	4.1 Develop recipes for pâtés and terrines using a range of suitable products, with consideration given to food safety, taste and presentation 4.2 Cost and price new recipes 4.3 Assess and evaluate customer response to new recipes

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMS312A Prepare meat-based pates and terrines for commercial sale.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPS312 Prepare meat-based pates and terrines for commercial sale

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must prepare a minimum of three different types of meat-based pâtés and terrines for commercial sale.

The candidate must:

- follow recipes and work instructions
- assess the freshness and suitability of ingredients for pâtés and terrines
- pre-prepare meat and offal using safe knife skills
- cook meat emulsions
- poach or boil products, as required
- apply presentation skills for pâtés and terrines, including pastry decoration, glazing and layering of ingredients
- correctly package and store finished products
- consistently prepare at least three different products suitable for commercial sale
- develop commercially viable new recipes for at least two products
- 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

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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

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- 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

Assessment Conditions

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPS313 Prepare product formulations

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit covers the skills and knowledge required to prepare product formulations in a meat establishment.

Skilled operators involved in the preparation of salamis and smallgoods products and mixing combinations of additives, spices and binders may require this unit.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare product formulations	1.1 Follow recipes and product specifications to formulate products in accordance with workplace and regulatory requirements 1.2 Formulate products in accordance with product specifications, hygiene and sanitation, regulatory and workplace requirements 1.3 Check ingredients to ensure they meet product specifications and regulatory requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMS313A Prepare product formulations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPS313 Prepare product formulations

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

Candidates must prepare product formulations in a meat establishment.

Candidates must:

- follow the requirements of the work instruction
- work at production speed
- follow recipes and product specifications to formulate products
- formulate products consistently and accurately
- apply communication and mathematical skills relevant to work instructions and Standard Operating Procedures (SOPs)
- apply relevant workplace health and safety, and hygiene and sanitation requirements
- use equipment according to manufacturer's specifications and workplace requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- functions, dangers and legal implications of various ingredients
- usage and purpose of various additives, spices, binders and ingredients in the products
- potential sources of contamination and ways to minimise risk of contamination
- relevant workplace health and safety and regulatory requirements

Assessment Conditions

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Assessment must occur in the workplace under normal production conditions.

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As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPS314 Ferment and mature product

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

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.

This unit is applicable to workers manufacturing fermented meat products in smallgoods processing plants or smaller specialist smallgoods producers.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Ferment product	1.1 Sanitise maturation area according to workplace requirements 1.2 Correctly place product in greening room for adequate air circulation for processing according to product specifications and hygiene requirements 1.3 Space product according to product and manufacturer's specifications 1.4 Monitor maturation process regularly and take appropriate corrective action according to product specifications 1.5 Smoke product if required by product specifications 1.6 Ferment and mature a variety of products to workplace and regulatory requirements and customer specifications, at a speed similar to production requirements
2. Finish maturation process	2.1 Store product according to product specifications 2.2 Identify and stack product according to product specifications and workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMS314A Ferment and mature product.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPS314 Ferment and mature product

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

Candidates must prepare semi-dried and fermented products such as salami, mettwurst or prosciutto in a smallgoods manufacturing establishment.

Candidates must:

- follow the requirements of the work instruction
- work at production speed
- ferment and mature product to workplace requirements, and product and customer specifications, within workplace time frames
- apply communication and mathematical skills relevant to work instructions and Standard Operating Procedures (SOPs)
- demonstrate familiarity with the regulatory requirements related to fermenting product
- apply relevant workplace health and safety requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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 workplace health and safety requirements
- importance of check-weighing at the end of drying
- relationship between pH, Aw and humidity
- requirements of product spacing for specific product
- various types of fermented products

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Assessment Conditions

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Assessment must occur in the workplace under normal production conditions.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPS315 Blend meat product

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit covers the skills and knowledge required to prepare and operate blending equipment.

This unit is suitable for operators in smallgoods and food services establishments preparing product for wholesale distribution.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare blending equipment	1.1 Prepare blending equipment according to workplace, hygiene and sanitation, and workplace health and safety requirements 1.2 Assess equipment and report faults to ensure equipment is maintained to an operating level which meets manufacturer's specifications and workplace requirements 1.3 Use equipment and tools are used according to manufacturer's specifications
2. Make adjustments to, and operate, blending equipment	2.1 Adjust blending equipment when necessary 2.2 Use tools and equipment for adjusting processing equipment 2.3 Operate blending equipment 2.4 Use blending equipment to blend a variety of products to production requirements 2.5 Follow and observe workplace, hygiene and sanitation, and workplace health and safety requirements throughout the process
3. Blend products	3.1 Blend a range of products to workplace, health and safety, hygiene and sanitation, and Quality Assurance (QA) requirements and product specifications, at a speed similar to production requirements
4. Clean and maintain blending equipment	4.1 Clean and maintain blending equipment according to work instructions

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMS315A Blend meat product.

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Assessment Requirements for AMPS315 Blend meat product

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

Candidates must prepare and operate blending equipment.

Candidates must:

- follow the requirements of the work instruction
- work at production speed
- use blending equipment to blend a variety of products to production requirements
- demonstrate effective operation of tools and equipment used for adjusting blending equipment
- demonstrate safe handling procedures for operating blending equipment
- operate equipment to manufacturer's specifications, workplace and health and safety 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
- apply relevant regulatory requirements
- take corrective action to improve own work performance

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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

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Assessment Conditions

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Assessment must occur in the workplace under normal production conditions.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX201 Prepare and operate bandsaw

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit covers the skills and knowledge required to assemble, clean, disassemble and operate a bandsaw.

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.

This unit must be delivered in the context of Australian meat processing standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Assemble a bandsaw	1.1 Assemble bandsaw according to manufacturer's specifications and workplace requirements. 1.2 Checked bandsaw guards and scrapers for functioning and safety

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Element	Performance criteria
	according to manufacturer's specifications and workplace health and safety requirements. 1.3 Check bandsaw to ensure it is clean in accordance with hygiene and sanitation, and workplace requirements.
2. Operate a bandsaw	2.1 Operate bandsaw in accordance with workplace requirements and manufacturer's specifications. 2.2 Operate bandsaw in accordance with workplace health and safety requirements. 2.3 Use bandsaw to cut meat products according to product specifications and workplace requirements.
3. Clean a bandsaw	3.1 Clean bandsaw to manufacturer's, hygiene, workplace health and safety and workplace requirements.
4. Disassemble bandsaw	4.1 Disassemble bandsaw according to manufacturer's, workplace health and safety and workplace requirements 4.2 Perform routine maintenance according to workplace requirements.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMPR201C Prepare and operate bandsaw	E

Links

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Assessment Requirements for AMPX201 Prepare and operate bandsaw

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Assessment must involve cutting meat products over a period of time.

The candidate must:

- assemble and operate a bandsaw to manufacturer's, workplace, workplace health and safety, and hygiene and sanitation requirements
- carry out a pre-operational safety check on the bandsaw
- cut products using the bandsaw according to workplace, workplace health and safety and hygiene requirements
- use the bandsaw according to workplace health and safety, hygiene and sanitation, Quality Assurance (QA) and workplace requirements
- 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

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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
- workplace health and safety requirements for operating a bandsaw
- workplace requirements related to:
  - cleaning a bandsaw
  - disassembly and reassembly of the bandsaw

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- operating a bandsaw
- routine maintenance of a bandsaw

Assessment Conditions

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Assessment must occur in the workplace under normal operating conditions or in a simulated environment.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX202 Clean work area during operations

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to perform ongoing cleaning and housekeeping tasks for a production area during working hours.

This unit is applicable to workers in meat processing plants, smallgoods factories, knackeries, food service operations and wholesale operations.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Remove waste from work areas	1.1 Deposit waste into correct bins, hoppers and chutes in accordance with workplace requirements 1.2 Use correct shovels, brooms and bins when gathering waste material to avoid cross-contamination of product and work areas 1.3 Keep work area free from waste or trimmings to ensure a safe working environment for fellow workers 1.4 Maintain segregation of edible and inedible product at all

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Element	Performance criteria
	times (where applicable) 1.5 Perform work without contaminating edible product (where applicable) 1.6 Shift waste in bins and tubs in accordance with manual handling procedures
2. Clean areas during production	2.1 Clean work areas in accordance with workplace requirements including Quality Assurance (QA) and workplace health and safety requirements 2.2 Clean work areas while avoiding contamination of product 2.3 Use cleaning chemicals 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 Roll and store hoses safely in accordance with workplace requirements 3.2 Clean and store brooms, shovels and scrubbing brushes appropriately when not in use 3.3 Store chemicals, if used, in accordance with workplace requirements in designated locations 3.4 Sanitise all bins, tubs etc in accordance with workplace requirements (where applicable)

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMPS201C Clean work area during operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX202 Clean work area during operations

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must:

- 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
- 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

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- workplace health and safety 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 e.g. blocked chutes or drains
- relevant regulatory requirements
- workplace health and safety issues associated with cleaning during operations
- impact of incorrect disposal of waste on the environment and on by-products processing

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- importance of following the documented cleaning procedure or schedule
- importance of, and difference between, wet and dry cleaning procedures

Assessment Conditions

Competency must be demonstrated under normal production conditions.

Assessment must occur in a registered meat processing or food handling premises.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX203 Operate scales and semi-automatic labelling machinery

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes 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.

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.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Select meat product	1.1 Identify meat products for weighing and labelling according to workplace requirements 1.2 Place carton on scales in accordance with manufacturer's specifications and workplace requirements
2. Enter product data	2.1 Enter codes for specific cuts into the system 2.2 Recover data in report form where this is part of work

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Element	Performance criteria
	instructions
3. Weigh carton	3.1 Weigh carton and record details according to workplace requirements 3.2 Monitor equipment operation to ensure correct information is recorded on label
4. Label carton	4.1 Remove label from labelling equipment and place on carton according to workplace and regulatory requirements 4.2 Label carton clearly for loadout 4.3 Monitor labelling of cartons for accuracy in correlation with products

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMPS203C Operate scales and semi-automatic labelling machinery.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX203 Operate scales and semi-automatic labelling machinery

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must:

- 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

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- workplace health and safety requirements related to labelling
- regulatory requirements with regard to labelling
- consequences of incorrect labelling
- monitoring of consumables
- purpose of labelling information

Assessment Conditions

Competency must be demonstrated under normal rate of production.

Assessment must be conducted in a registered meat processing plant.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

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Assessors must satisfy the current standards for RTOs.

Links

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AMPX204 Maintain production records

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to maintain records 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.

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.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare production records	1.1 Identify workplace and regulatory requirements for record-keeping 1.2 Prepare production recording equipment or materials in accordance with work instructions 1.3 Update records on an electronic or manual system in accordance with work instructions 1.4 Correct shortcomings of the recording system if applicable
2. Generate reports	2.1 Prepare data summaries and reports in accordance with workplace

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Element	Performance criteria
	requirements 2.2 Generate major reports detailing inventory, production or staffing data

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMPS204C Maintain production records.

Links

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Assessment Requirements for AMPX204 Maintain production records

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

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.

The candidate must:

- follow all work instructions effectively
- generate reports to meet workplace and regulatory requirements
- apply relevant workplace health and safety 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
- describe the workplace and/or regulatory requirements for record-keeping

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- workplace requirements for reports
- relevant security arrangements such as Department of Agriculture 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 workplace health and safety requirements

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Assessment Conditions

Assessment should be undertaken in an operating meat processing plant.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace project
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX205 Clean chillers

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to clean and sanitise chillers when empty of product.

This unit is applicable to workers at abattoirs, boning rooms, smallgoods factories, game meat processing plants, food services, smallgoods establishments and wholesale operations.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

The unit must be delivered and assessed using Australian meat industry standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Clean chillers	1.1 Clean chillers in accordance with cleaning program and workplace, workplace health and safety and regulatory

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Element	Performance criteria
	requirements 1.2 Workplace health and safety risks and requirements are identified specifically for chillers 1.3 Identify specific areas of contamination risk for the products 1.4 Handle and store chemicals according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMPS205C Clean chillers.

Links

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Assessment Requirements for AMPX205 Clean chillers

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must clean and sanitise chillers when empty of product.

The candidate must:

- implement cleaning regime for chillers in accordance with workplace, workplace health and safety, and regulatory requirements
- apply relevant communication and mathematical skills

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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
- workplace health and safety hazards of working in a cold environment

Assessment Conditions

Competency must be demonstrated when the chillers and plant are operating during normal production.

Assessment must occur in a registered meat processing plant or premises.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

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Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX206 Operate forklift in a specific workplace

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate forklifts in specific work areas, which may require fitting forklifts with specialised lifting attachments or shifting hazardous materials. These areas include freezers, cold stores, loadouts, skin sheds, smallgoods and rendering plants.

This unit is applicable to workers in meat processing plants and smallgoods enterprises who operate forklifts in environments requiring specific competencies. Prior to undertaking this unit, individuals should have gained the necessary licence or permit to operate a forklift.

This unit must be delivered in the context of Australian meat industry processing standards and regulations.

All work should be carried out in relation to workplace requirements, regulatory requirements and hygiene standards.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify load characteristics	1.1 Take characteristics of the load into account and employ appropriate attachments 1.2 Identify hazardous materials and take workplace, industry and regulatory requirements into account when operating a forklift carrying hazardous materials
2. Consider specific features of workplace in transporting product	2.1 Transport and load product, taking into consideration specific features of the workplace environment
3. Transport and store product	3.1 Identify and follow specific workplace health and safety requirements for work area 3.2 Handle forklift and pallets in accordance with the requirements of specific work locations 3.3 Transport product in accordance with workplace, Quality Assurance (QA), and hygiene and sanitation requirements 3.4 Store product in accordance with workplace, QA, and hygiene and sanitation requirements 3.5 Rack or store products and pallets in accordance with work instructions
4. Maintain equipment records	4.1 Maintain equipment records in accordance with workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMPS206C Operate forklift in a specific workplace.

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Assessment Requirements for AMPX206 Operate forklift in a specific workplace

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must:

- gain a licence and satisfy traffic authority examiner, where required by government regulation
- explain operational safety requirements including workplace health and safety requirements
- operate a forklift in a specific workplace to requirements of that workplace
- operate a forklift in accordance with workplace requirements, and workplace health and safety, 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

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- characteristics, capabilities and limitations of the forklift
- operational safety requirements including workplace health and safety 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 (e.g. operating in a cold environment)
- workplace operating procedures

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Assessment Conditions

Competency must be demonstrated in specific meat processing plant environments such as freezers and under normal operating conditions.

Assessment must be conducted in an operating meat processing plant and assessment tools must be customised to the workplace-specific workplace health and safety procedures and work instructions.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX207 Vacuum pack product

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to pack meat products using vacuum packaging.

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 packaging in retail operations.

This unit must be delivered in the context of Australian meat processing standards and regulations.

All work should be carried out to comply with workplace and regulatory requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Select packaging	1.1 Bag product in appropriately sized bag

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Element	Performance criteria
	1.2 Arrange product in appropriate container
2. Set machine requirements	2.1 Complete requirements in preparation for start-up of vacuum packing machine to workplace requirements 2.2 Set machine requirements 2.3 Follow start-up procedures to workplace requirements 2.4 Attach and change packing materials to workplace requirements and product specification 2.5 Place bagged meat on the vacuum packing machine or in the formed pockets as appropriate 2.6 Place open ends of bags flat across the sealing bar or meat contained in pockets as appropriate 2.7 Follow workplace health and safety, hygiene and sanitation requirements
3. Operate machinery	3.1 Operate vacuum packaging machine in accordance with workplace requirements 3.2 Vacuum pack a variety of products to customer specifications, hygiene and sanitation, workplace health and safety, and Quality Assurance (QA) requirements at a speed that is the same as production requirements 3.3 Shrink bags using hot water baths where appropriate 3.4 Drain bagged cuts 3.5 Perform shut-down procedures to workplace requirements
4. Perform routine maintenance	4.1 Change dyes according to workplace requirements 4.2 Take corrective action when leaks and defects are identified, according to workplace requirements 4.3 Change plates as required
5. Ensure quality of packaging and product	5.1 Inspect bagged cuts for leaks and other defects 5.2 Place bagged cuts in cartons according to specifications

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMPSR201C Vacuum pack product.

Links

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Assessment Requirements for AMPX207 Vacuum pack product

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must be observed vacuum packing products.

The candidate must:

- prepare for vacuum packaging according to workplace health and safety, and workplace requirements
- vacuum pack bagged cuts with no leaks or defects
- explain defects that can occur during packaging
- demonstrate hygienic cleaning of equipment
- demonstrate hygienic work practices for vacuum packing
- apply relevant communication and mathematical skills
- apply relevant regulatory requirements
- manage time and priorities

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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 workplace health and safety 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

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Assessment Conditions

Competency should be demonstrated at the normal speed of production.

Assessment should take place in an operating meat processing plant or food service operation.

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration or project
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX208 Apply environmentally sustainable work practices

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to reduce negative environmental impacts of meat industry work practices.

This unit addresses the knowledge, processes and techniques necessary to support environmentally sustainable work practices. It is applicable to personnel in all sectors and areas, and at all levels of the meat processing industry. It is particularly applicable to production personnel in meat processing, smallgoods operators and meat retailing personnel.

This unit must be delivered in the context of Australian meat processing standards and regulations.

All work should be carried out to comply with workplace and regulatory requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Identify current resource use	1.1 Identify workplace environmental and resource efficiency issues 1.2 Identify resources used in own work role 1.3 Identify wastes and emissions created by own work role
2. Comply with environmental regulations	2.1 Follow regulatory requirements, work instructions and procedures to ensure compliance 2.2 Identify non-conformances and follow corrective action procedures
3. Seek opportunities to improve resource efficiency	3.1 Follow enterprise plans to improve environmental practices and resource efficiency 3.2 Make suggestions for improvements to workplace practices in own work area

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMPSR202B Apply environmentally sustainable work practices.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX208 Apply environmentally sustainable work practices

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must:

- 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
- follow good housekeeping procedures and practices
- apply relevant workplace health and safety, regulatory and workplace requirements
- take corrective action according to workplace requirements
- work with others to solve problems relating to environmental performance

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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 workplace health and safety, regulatory and workplace requirements

Assessment Conditions

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.

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Assessment should be undertaken in an operating meat processing plant or food service operation.

The following three forms of assessment must be used:

- demonstration - snapshot of performance
- quiz, question and answer
- observation of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX209 Sharpen knives

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to maintain knives for safe and effective use in a meat establishment.

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.

This unit must be delivered in the context of Australian meat industry standards and regulations.

All work should be carried out in accordance with workplace requirements, regulatory requirements and hygiene standards.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Sharpen knives	1.1 Sharpen knives according to workplace requirements 1.2 Sharpen knives to maintain bevel edge 1.3 Use steel correctly to maintain bevel edge and to meet workplace health and safety requirements
2. Work safely with others	2.1 Use knives in ways which minimise the risk of injury 2.2 Use knives safely at all times in accordance with workplace health and safety, hygiene and sanitation, and food safety requirements
3. Maintain knives and associated equipment	3.1 Maintain knives to hygiene and sanitation, and workplace requirements 3.2 Maintain, clean and store knife-sharpening equipment to hygiene and sanitation, and workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.	

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPX209 Sharpen knives Release 2	AMPX209 Sharpen knives Release 1	Typo corrected in PC 2.2	Equivalent

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX209 Sharpen knives

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 5.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Performance Evidence

The candidate must be observed maintaining knives for safe and effective use in a meat establishment. Competency must be demonstrated in conjunction with a skill or task requiring the use of a knife. Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- steel a knife correctly
- use safe techniques of knife sharpening to workplace, hygiene and sanitation, and health and safety requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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
- workplace health and safety issues related to the use and sharpening of knives
- relevant regulatory requirements.

Assessment Conditions

Assessment can be carried out in an actual or simulated workplace.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third party report of performance over time

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Assessors must satisfy current standards for RTOs.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX210 Prepare and slice meat cuts

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to prepare and slice meat into finished meat cuts.

This unit is applicable to operators in smallgoods, food services and meat retail businesses where products are prepared for sale.

This unit must be delivered in the context of Australian meat industry standards.

All work should be carried out in relation to workplace requirements, regulatory requirements and hygiene standards.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Slice and trim meat in preparation for sale	1.1 Prepare and slice meat cuts according to workplace requirements and customer specifications 1.2 Separate meat cuts into final meat cuts according to Quality Assurance (QA), hygiene and sanitation, workplace health and safety, and customer specifications
2. Handle knife effectively	2.1 Handle knife safely, hygienically and effectively

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMSR201C Prepare and slice meat cuts	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX210 Prepare and slice meat cuts

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Candidates must be observed preparing and slicing meat into finished cuts.

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.

The candidate must:

- 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 workplace health and safety, 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
- seek advice from relevant sources when working with new cutting equipment or products
- use communication skills appropriate to the task

Knowledge Evidence

The candidate must demonstrate a factual, technical and procedural knowledge of:

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- principles of QA, hygiene and sanitation, and workplace health and safety in relation to slicing meat
- workplace requirements related to slicing meat
- relevant regulatory requirements

Assessment Conditions

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Assessment must occur in the workplace under normal enterprise or production conditions or in a simulated environment.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX211 Trim meat to specifications

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to trim a selection of meat cuts in accordance with workplace specifications.

This unit applies to operators in smallgoods enterprises, meat retail and meat wholesale operations.

This unit must be delivered in the context of Australian meat industry processing standards and regulations.

All work should be carried out in relation to workplace requirements, regulatory requirements and hygiene standards.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Trim meat to workplace specifications	1.1 Trim meat to workplace specifications. 1.2 Trim meat to workplace health and safety, hygiene and sanitation, and workplace requirements. 1.3 Trim meat to customer specifications.
2. Handle product hygienically	2.1 Handle product to meet hygiene and sanitation requirements.
3. Handle knife effectively	3.1 Handle knife safely, hygienically and effectively.

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMSR202C Trim meat to specifications	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX211 Trim meat to specifications

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Candidates must be observed trimming a selection of meat cuts in accordance with workplace specifications.

The candidate must:

- prepare equipment appropriately prior to the commencement of the task
- give examples of customer and 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, health and safety, and hygiene requirements
- maintain a sharp knife
- apply relevant communication skills
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- hygiene requirements for the handling of meat products
- steps in sharpening a knife
- workplace, health and safety and hygiene requirements for use of a knife
- relevant regulatory requirements

Assessment Conditions

Competency must be demonstrated under conditions similar to the speed of production and within the parameters of the role and responsibilities.

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Assessment must occur in the workplace under normal enterprise or production conditions or in a simulated environment.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX212 Package product using automatic packing and labelling equipment

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to pack and label meat products, using automatic packaging and labelling equipment.

This unit is applicable to workers in smallgoods plants, meat wholesale enterprises, and meat retail establishments who set up packaging units, accurately identify products and package products to meet customer orders.

This unit must be delivered using Australian meat industry standards and regulations.

All work undertaken should comply with workplace requirements, regulatory requirements and hygiene standards.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some responsibility for their own actions.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Set up packaging unit for operation	1.1 Implement workplace start-up procedures ensuring compliance with workplace health and safety, and hygiene requirements 1.2 Load consumables to specifications 1.3 Select equipment settings according to packaging instructions 1.4 Identify and report faults in equipment either verbally or in writing according to workplace requirements.
2. Set weight controls	2.1 Set weight controls to production requirements ensuring bagged product is check-weighed to verify machine set up 2.2 Adjust controls to achieve production specifications
3. Operate packaging process	3.1 Package product to workplace requirements ensuring process is operated according to workplace health and safety, workplace and hygiene requirements, and manufacturer's specifications 3.2 Check packs for damage 3.3 Seal and code to packing requirements
4. Describe packaged product	4.1 Measure packaged product according to workplace requirements 4.2 Label packaged product according to workplace requirements 4.3 Package product according to workplace health and safety and hygiene requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMSR203C Package product using automatic packing and labelling equipment	E

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Links

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Assessment Requirements for AMPX212 Package product using automatic packing and labelling equipment

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must be observed packing and labelling meat products, using relevant equipment. Evidence must demonstrate the candidate's consistency of performance over time at production speed.

The candidate must:

- assemble the packaging unit
- check safety features are in place
- 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, health and safety, 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
- apply relevant regulatory requirements
- use estimation and manual scales to check-weigh product

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- methods of recording production
- regulatory requirements related to packaging
- features of the packaging unit including parts, safety features, start-up and shut-down procedures, possible faults and adjustments

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- production schedule for automatic packaging and labelling equipment
- relevant regulatory requirements

Assessment Conditions

Competency must be demonstrated using automated packaging equipment under conditions similar to the speed of production and within the parameters of the role and responsibilities.

Assessment must occur in the workplace under normal enterprise or production conditions or in a simulated environment.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX213 Despatch meat product

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to place orders at a despatch point and loading products into transportation.

This unit is applicable to workers in smallgoods manufacturers and meat establishments, which deliver meat and meat products to customers, including restaurants.

This unit must be delivered using Australian meat industry standards and regulations.

All work should be carried out to comply with workplace procedures, regulatory requirements and hygiene standards.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Arrange and	1.1 Consolidate orders picked from separate areas

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Element	Performance criteria
consolidate orders	1.2 Place products and/or batches in correct despatch area 1.3 Acquire information about despatch scheduling requirements 1.4 Arrange and secure products 1.5 Store product in despatch area according to schedule 1.6 Use correct methods for efficient and safe loading
2. Loadout product	2.1 Transport product to loadout according to workplace health and safety, hygiene and sanitation, Quality Assurance (QA) and workplace requirements 2.2 Load product is loaded according to workplace health and safety, hygiene, QA and workplace production requirements 2.3 Document and record products according to workplace and production requirements 2.4 Complete product loadout is completed according to workplace health and safety S, QA, and workplace requirements
3. Maintain clean holding rooms	3.1 Maintain holding rooms to workplace, regulatory, and hygiene and sanitation requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMSR204C Despatch meat product	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX213 Despatch meat product

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must be observed placing orders at a despatch point and loading products into transport.

The candidate must:

- 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 communication and mathematical skills
- arrange and consolidate orders to customer and workplace requirements
- record information accurately and legibly
- seek advice where necessary from relevant sources when working with new products, technology or changes in work practices
- use correct manual handling techniques for transferring product to storage facilities
- maintain clean holding rooms

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- 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

Assessment Conditions

Competency must be demonstrated under conditions similar to the speed of production and within the parameters of the role and responsibilities.

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Assessment must occur in the workplace under normal enterprise or production conditions or in a simulated environment.

The following forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX214 Package meat and smallgoods product for retail sale

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to safely and correctly package processed meats and smallgoods for retail sale.

This unit is applicable to workers in butcher shops or smallgoods stores who package meat and smallgoods products for retail sale.

This unit must be delivered using Australian meat industry standards and regulations.

All work should be carried out to comply with workplace requirements, regulatory requirements and hygiene and sanitation standards.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare product for packaging	1.1 Prepare product for packaging to required specifications 1.2 Prepare materials required for packaging according to workplace requirements and product specifications
2. Set packaging machine requirements	2.1 Complete preparation for start-up of packaging machine to workplace requirements 2.2 Ensure machine requirements are set correctly 2.3 Follow start-up procedures according to workplace requirements 2.4 Attach and change packaging materials according to workplace requirements and product specification 2.5 Follow workplace health and safety, hygiene and sanitation requirements
3. Operate packaging machinery	3.1 Operate packaging machine in accordance with workplace requirements 3.2 Pack meat products according to workplace health and safety, workplace, hygiene and sanitation and regulatory requirements 3.3 Perform shut-down procedures according to workplace, workplace health and safety, and hygiene and sanitation requirements
4. Clean packaging machinery	4.1 Clean and sanitise packaging machinery according to workplace requirements and food safety regulations 4.2 Clean and sanitise packaging area according to workplace requirements and food safety regulations

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPX214	AMPX214 Package	Minor typographical	Equivalent unit

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Package meat and smallgoods product for retail sale Release 2	meat and smallgoods product for retail sale Release 1	errors corrected	

Links

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Assessment Requirements for AMPX214 Package meat and smallgoods product for retail sale

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time at production speed.

The candidate must:

- use a range of packaging equipment to package processed meats and smallgoods for retail sale
- identify food safety hazards in packaging processed meat and take appropriate preventative or corrective action
- identify sub-standard or contaminated product
- 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.

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- effect of packaging materials and processes on quality, safety and shelf life of product
- regulatory requirements for packaging and labelling
- packaging processes
- workplace procedures for dealing with sub-standard or contaminated product
- defects that can occur during packaging
- packaging requirements

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- specific workplace health and safety requirements for vacuum packing
- general operating principles, including start-up and shut-down procedures.

Assessment Conditions

Competency must be demonstrated under conditions similar to the speed of production and within the parameters of the role and responsibilities.

Assessment must occur in the workplace under normal enterprise or production conditions or in a simulated environment.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX215 Operate tenderiser

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate and maintain machinery for tenderising meat cuts.

This unit is applicable to workers in boning rooms, wholesalers, food service operations and retail outlets.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Operate tenderiser	1.1 Operate and maintain tenderiser according to workplace health and safety requirements and manufacturer's specifications 1.2 Tenderise meat to workplace requirements 1.3 Identify potential sources of contamination and manage contamination according to workplace requirements 1.4 Monitor flow of product according to workplace and Quality Assurance (QA) requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2039C Operate tenderiser.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX215 Operate tenderiser

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate and maintain machinery for tenderising meat cuts.

The candidate must:

- follow the requirements of the work instruction
- work at production speed
- 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
- apply relevant regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- basic operating principles of meat tenderisers
- workplace health and safety requirements related to meat tenderising
- work instructions for operating tenderiser
- relevant regulatory requirements
- potential sources of contamination to the product

Assessment Conditions

Assessment must be conducted using meat prepared to a specification.

Competency must be demonstrated over a period of time and at a relevant rate of production.

As a minimum, the following three forms of assessment must be used:

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- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX216 Operate mincer

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate and maintain mincing machinery, select product for mincing and monitor finished product to achieve quality specifications.

This unit is applicable to workers in boning rooms, knackeries, pet food stores, food services operations, smallgoods plants, wholesale or retail butcheries.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Mince meat	1.1 Operate mincer in accordance with workplace requirements and manufacturer's specifications 1.2 Operate mincer in accordance with workplace health and safety requirements 1.3 Monitor input and output to ensure compliance with Quality Assurance (QA) requirements
2. Maintain mincer	2.1 Follow mincer start-up procedures in accordance with work instructions 2.2 Perform routine maintenance and cleaning in accordance with work instructions

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP2040C Operate mincer.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX216 Operate mincer

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate and maintain mincing machinery, select product for mincing and monitor finished product to achieve quality specifications.

The candidate must:

- 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
- apply relevant regulatory requirements
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- operation and adjustment of the mincer
- work instructions for operating the mincer
- relevant regulatory requirements
- potential workplace health and safety risks
- potential sources of contamination

Assessment Conditions

Assessment must be conducted using a mincer in an actual or simulated environment.

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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.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX217 Package product using gas flushing process

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate packaging processes that incorporate gas flushing.

Operators in smallgoods manufacturing, value-adding and food services establishments would require this competency to package and extend shelf life of product.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Set up gas flushing packaging process	1.1 Set up machinery for packaging process according to workplace, health and safety, hygiene and sanitation requirements and manufacturer's specifications 1.2 Set up and check gas cylinders according to workplace requirements and supplier's specifications
2. Set up requirements for packaging	2.1 Set up requirements for packaging and place in appropriate positions on packaging line according to workplace, health and safety, and hygiene and sanitation requirements
3. Operate gas flushing process to throughput requirements	3.1 Operate packaging machinery is operated to throughput requirements for a variety of products according to manufacturer's specifications and workplace, health and safety, Quality Assurance (QA) and hygiene and sanitation requirements
4. Report and/or fix operating problems on equipment and auxiliaries	4.1 Report and/or fix operating problems according to workplace requirements
5. Check packaged product against specifications	5.1 Assess packaged product according to workplace, and hygiene and sanitation requirements 5.2 Take appropriate action if product is out-of- specifications 5.3 Label packaged product according to workplace requirements
6. Perform gas flushing	6.1 Perform gas flushing according to workplace requirements
7. Replace gas cylinders	7.1 Replace empty gas cylinders according to workplace where part of work instructions 7.2 Follow workplace procedures for removing empty cylinders and replacing with full cylinders
8. Clean machinery and accessories	8.1 Clean machinery and accessories according to manufacturer's specifications and workplace, health and safety, and hygiene and sanitation requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMS206C Package product using gas flushing process.

Links

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Assessment Requirements for AMPX217 Package product using gas flushing process

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate packaging processes that incorporate gas flushing.

The candidate must:

- set up and place the requirements for packaging in appropriate positions on packaging line to workplace, health and safety, 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, health and safety, 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, health and safety, 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 relevant to work instructions and Standard Operating Procedures (SOPs)
- explain the gas flushing process
- apply relevant health and safety and regulatory requirements

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- 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 health and safety and regulatory requirements

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Assessment Conditions

Assessment must occur in the workplace under normal production conditions.

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX218 Operate metal detection unit

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to operate a metal detection unit.

This unit is suitable for operators working in packaging in boning rooms, smallgoods manufacturing, value-adding and food services establishments.

All work should be carried out to comply with workplace and hygiene requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to

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Element	Performance criteria
essential outcomes.	demonstrate achievement of the element.
1. Set up metal detection unit	1.1 Set up and test metal detection unit according to workplace, health and safety, hygiene and sanitation requirements, and manufacturer specifications
2. Operate metal detection unit	2.1 Operate metal detection unit according to workplace, health and safety, hygiene and sanitation requirements, and manufacturer specifications 2.2 Take appropriate action when metal is detected according to workplace requirements
3. Clean metal detection unit	3.1 Clean metal detection unit according to workplace, health and safety, hygiene and sanitation requirements, and manufacturer specifications
4. Maintain metal detection unit	4.1 Maintain metal detection unit according to workplace, health and safety, hygiene and sanitation requirements, and manufacturer specifications

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMS208C Operate metal detection unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX218 Operate metal detection unit

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must operate a metal detection unit to production requirements.

The candidate must:

- follow the requirements of the work instruction
- work at production speed
- set up a metal detection unit
- operate a metal detection unit
- clean a metal detection unit
- maintain metal detection unit
- comply with workplace health and safety, hygiene and sanitation, and manufacturer's requirements
- apply relevant regulatory requirements
- apply communication and mathematical skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural 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

Assessment Conditions

Competency in this unit must be demonstrated over time and under typical operating and production conditions for the enterprise.

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Candidates must have access to metal detection equipment which meets workplace health and safety requirements.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

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AMPX301 Assess product in chillers

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to manage product in chillers, in terms of specifications and hygienic storage.

This unit is applicable to supervisors and Quality Assurance (QA) staff responsible for managing, assessing and monitoring product in chillers.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Assess meat colour, fat colour and marbling	1.1 Assess product sample to determine meat and fat colour scores and marbling scores within the workplace-specified range
2. Ensure cleaning program is followed	2.1 Establish and maintain cleaning program to ensure product safety, and health and hygiene requirements are met 2.2 Set up and follow cleaning schedule for daily, weekly or regular fumigation
3. Monitor chiller temperature	3.1 Monitor temperature of product daily to meet product specifications, workplace procedures and regulatory requirements 3.2 Maintain chiller temperature to ensure product safety and meet product specifications 3.3 Correct changes to temperature to maintain product specifications
4. Monitor product handling and identification	4.1 Identify and label products in accordance with product specification, customer and workplace requirements 4.2 Confirm customer requirements to determine delivery arrangements 4.3 Confirm and arrange temperature and storage requirements for product order in accordance with workplace requirements 4.4 Complete product order documentation

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMPS300A Assess product in chillers.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX301 Assess product in chillers

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

Candidates must be observed assessing products in chillers.

The candidate must:

- assess meat colour, fat colour and marbling
- ensure the chiller cleaning program is followed
- monitor chiller temperature
- monitor product handling and identification
- apply mathematical concepts to monitoring procedures (e.g. temperature checks and adjustments)
- apply relevant communication skills
- assess carcases according to workplace and regulatory requirements
- complete documentation, including accurate and legible labelling
- identify and apply relevant workplace health and safety requirements
- identify product chiller requirements
- identify product health and hygiene requirements
- use available technology to record, gather and interpret product-monitoring data

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- the carcase grading system employed in an enterprise
- product transfer and storage methods
- the process involved in assessing chillers in the workplace
- product quality monitoring processes
- the importance of fat depth, marbling, carcase colour and other grading parameters
- rejection procedures

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Assessment Conditions

Assessment must be conducted in an operating meat processing enterprise.

As a minimum, the following three forms of evidence must be used:

- Workplace Referee report
- Knowledge test
- Assessor observation of performance on the job

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX302 Cure and corn product

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to cure and corn various meat products.

Smallgoods and value-adding establishments may prepare product for wholesale customers, and meat retailers for retail customers.

This unit must be delivered in the context of Australian meat processing standards and regulations.

All work should be carried out to comply with workplace requirements and hygiene and sanitation standards.

This unit applies to individuals who work under broad direction and take responsibility for their own work, including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare, operate and	1.1 Prepare processing equipment in accordance with

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Element	Performance criteria
clean processing equipment used for curing and corning product	manufacturer's specifications, workplace health and safety, hygiene and sanitation, and workplace requirements 1.2 Operate processing equipment in accordance with manufacturer's specifications, workplace health and safety, hygiene and sanitation, and workplace requirements 1.3 Clean processing equipment in accordance with manufacturer's specifications, workplace health and safety, hygiene and sanitation and workplace requirements
2. Prepare meat	2.1 Select meat in accordance with product specifications 2.2 Prepare meat in accordance with product specifications, hygiene and workplace requirements
3. Prepare ingredients	3.1 Select and prepare ingredients in accordance with product specifications, hygiene and workplace requirements
4. Prepare brines	4.1 Add required amount of water, other liquids and solid additives in correct order and mix in accordance with product specifications, hygiene and workplace requirements 4.2 Prepare brine solutions in accordance with product specifications, hygiene and workplace requirements 4.3 Use hydrometer (salinometer) to check brine solution
5. Process meat	5.1 Cure or corn meat in accordance with product specifications, health regulations and workplace and production requirements 5.2 Regularly monitor processing 5.3 Make adjustments to processing to achieve product specifications
6. Store meat product	6.1 On completion of processing, store product in accordance with product specifications, hygiene, regulatory and workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMPSR301C Cure and corn product.

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Links

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Assessment Requirements for AMPX302 Cure and corn product

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must be observed curing and corning various meat products.

The candidate must:

- identify meat cuts used in curing and corning
- identify various ingredients used in curing and explain their purposes
- identify sub-standard product and address the problem according to workplace requirements
- follow recipes and procedures accurately
- 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 in accordance with workplace requirements and manufacturer's specifications
- pump meat correctly to avoid air pockets
- pump meat to increase weight in accordance with workplace requirements
- perform curing and corning in accordance with workplace, workplace health and safety, hygiene and regulatory requirement
- demonstrate correct pickling procedures in accordance with product specifications and workplace requirements
- wash residue from cured meats following removal from holding brine
- report any faults and required adjustments to processing equipment in accordance with workplace procedures
- use tools and cleaning agents appropriate to the cleaning activity and manufacturer's specifications
- apply relevant communication and mathematical skills
- apply relevant regulatory requirements
- seek advice from appropriate sources when working with new products or equipment

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Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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
- 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 in accordance with 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

Assessment Conditions

Competency must be demonstrated under typical operating conditions within the parameters of role and responsibilities.

Assessment must occur in the workplace under normal production conditions.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX303 Break carcase into primal cuts

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to break the carcase into primals and trim in accordance with relevant specifications.

This unit is applicable to smallgoods operators and meat tradespersons in the retail industry who are required to separate primal cuts for further processing or preparation.

This unit must be delivered in the context of Australian meat processing standards and regulations.

All work should be carried out to comply with workplace requirements, regulatory requirements and hygiene standards.

This unit applies to individuals who work under broad direction and take responsibility for their own work, including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

Pre-requisite Unit

AMPX209 Sharpen knives

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Break carcase into primal cuts	1.1 Accurately separate carcase into primal cuts in accordance with workplace, workplace health and safety, Quality Assurance (QA) and hygiene requirements
2. Handle knives effectively	2.1 Handle knives safely, hygienically and effectively

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMSR301C Break carcase into primal cuts.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX303 Break carcase into primal cuts

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must be observed breaking carcases into primals and trim cuts in accordance with relevant specifications.

For **meat retail** the candidate must be able to:

- break carcase 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 carcase into primal cuts for a minimum of one species
- identify primary cut specifications for at least one species

The candidate must:

- identify the major anatomical structures of the carcase of each species
- prepare equipment for breaking carcase correctly and safely
- position or fasten carcase securely for separation
- separate carcases into primal cuts for a range of meat cuts (minimum of three species for meat retailing and one species for smallgoods manufacturing), in accordance with workplace, workplace health and safety, hygiene requirements and customer specifications
- use acceptable cutting lines to produce primary cuts to workplace requirements
- identify contaminated product and take appropriate corrective action
- demonstrate safe manual handling techniques
- sanitise equipment according to workplace requirements
- apply relevant communication skills
- apply relevant regulatory requirements

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Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- hygiene, workplace health and safety, and workplace requirements when breaking carcases
- quality requirements for breaking carcases
- principles of contamination in regard to primary cuts
- relevant regulatory requirements

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal enterprise or production conditions or in a simulated environment.

The following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX304 Prepare primal cuts

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to bone and trim primals into specific finished meat products (cuts).

This unit is applicable to skilled operators in a smallgoods establishment or tradespeople in a meat retail enterprise. Primal cuts may be prepared for sale or further processing.

This unit must be delivered in the context of Australian meat processing standards and regulations.

All work should be carried out to comply with workplace requirements and hygiene and sanitation standards.

This unit applies to individuals who work under broad direction and take responsibility for their own work, including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

AMPX209 Sharpen knives

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Bone primal cuts	1.1 Bone primal cuts in accordance with workplace, workplace health and safety, hygiene and sanitation, and Quality Assurance (QA) requirements
2. Trim primal cuts	2.1 Trim primal cuts in accordance with workplace, workplace health and safety, hygiene and sanitation, and QA requirements
3. Handle knives effectively	3.1 Handle knives safely, hygienically and effectively

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMSR302C Prepare primal cuts	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX304 Prepare primal cuts

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must be observed boning and trimming primals into specific meat products (cuts).

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.

The candidate must:

- correctly use personal protective equipment (PPE) when boning
- position cuts securely for boning
- using knives and other cutting tools safely and effectively 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
- describe meat cut specifications in accordance with customer specifications and regulatory requirements
- apply relevant regulatory requirements
- seek advice from appropriate sources where necessary, particularly when working with new species, technology or changed regulatory requirements

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Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- principles of hygiene and sanitation, and workplace health and safety 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

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal enterprise or production conditions or in a simulated environment.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX305 Smoke product

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to prepare products which are smoked, such as ham, bacon and smallgoods products.

This unit is applicable to skilled operators who are responsible for smoking ham, bacon and other smallgoods products and operating the smokehouse in smallgoods plants or meat retail enterprises.

This unit must be delivered in the context of Australian meat processing standards and regulations.

All work should be carried out to comply with workplace requirements and hygiene and sanitation standards.

This unit applies to individuals who work under broad direction and take responsibility for their own work, including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Select meat	1.1 Select meat according to product specifications 1.2 Prepare meat according to product specifications, where part of the work instructions
2. Prepare ingredients and equipment	2.1 Prepare ingredients according to product specifications and workplace requirements 2.2 Prepare machinery and equipment according to product and manufacturer's specifications
3. Load products	3.1 Check products to ensure correct spacing prior to loading 3.2 Load products in a manner that ensures even cooking 3.3 Handle products according to workplace health and safety, hygiene and sanitation requirements at all times
4. Smoke product	4.1 Insert core temperature probes into product centre appropriately and in accordance with product specifications and workplace requirements 4.2 Program machinery, where applicable, in accordance with manufacturer's and product specifications 4.3 Smoke a variety of products to workplace requirements and customer specifications at a speed similar to production requirements 4.4 Monitor and record process according to workplace requirements
5. Monitor smoke cycle	5.1 Regularly monitor smoke cycle, note results and correct deviations from the program 5.2 Manually check internal temperature in accordance with workplace requirements to ensure correct smoke time has been achieved and undertake further cooking if necessary 5.3 When product type and processing procedures require, initiate a shower cycle according to process specifications
6. Chill products	6.1 On completion of smoke cycle, correctly weigh product and either chill immediately or cool at ambient temperature to a specified internal temperature before chilling, according to regulatory requirements 6.2 Keep products at a specific and constant temperature according to product specifications

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Element	Performance criteria
	6.3 Store products according to product specifications 6.4 Identify and stack products according to product specifications and workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMSR303A Smoke product	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX305 Smoke product

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must be observed preparing smoked products including ham, bacon and smallgoods products. Evidence must demonstrate the candidate's consistency of performance over time at production speed.

The candidate must:

- produce commercially suitable smoked products
- 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
- operate smoke facility according to workplace health and safety, hygiene, regulatory, product specifications and workplace requirements, and meet production requirements
- report machine faults according to workplace specifications
- store meat according to workplace health and safety, hygiene, regulatory, product specifications and workplace requirements

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- correct smoking procedure for specific product
- storage procedures for smoked products
- meat smoking process
- the purpose and effect of smoking processes on meat
- health regulations that apply to smoking of meats
- chilling requirements for different products

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- the possible effects of inconsistent temperature on product
- the effects of smoking on shelf life and product taste
- the 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
- the use and purpose of raw materials for smoking meat
- the 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

Assessment Conditions

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.

Assessment may occur in the workplace under normal operating conditions or in a simulated environment.

As a minimum, the following three forms of assessment are required:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX306 Provide coaching

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to act as a coach to others in the workplace.

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 enterprises, this is referred to as a 'buddy' system. Coaching or buddying is used throughout the meat industry.

This unit must be delivered in the context of Australian meat processing standards and regulations.

All work should be carried out to comply with workplace requirements and hygiene and sanitation standards.

This unit applies to individuals who work under broad direction and take responsibility for their own work, including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Establish coaching relationship	1.1 Identify areas for development in accordance with organisational and individual requirements 1.2 Apply effective communication styles to develop trust, confidence and rapport 1.3 Make coaching arrangements on how the relationship will be conducted 1.4 Agree upon expectations and goals 1.5 Seek input from relevant personnel, if required
2. Provide coaching support	2.1 Assist individuals to clarify tasks, duties and other requirements associated with their positions 2.2 Assist individuals to gain required skills and expertise through demonstration, guidance, advice and constructive feedback 2.3 Provide a supportive environment to allow individuals to work towards achieving required skill levels 2.4 Encourage individuals to make decisions and take responsibility for the courses of actions or solutions under consideration 2.5 Provide assistance and guidance in a manner that allows individuals to retain responsibility for personal performance
3. Evaluate effectiveness of coaching	3.1 Recognise and openly discuss changes in the coaching relationship 3.2 Make adjustments to the relationship to take account of the needs of both the coach and the individual 3.3 Seek feedback from colleagues and other relevant personnel to identify and implement improvements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

MTMP3102B Provide coaching	E

Links

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Assessment Requirements for AMPX306 Provide coaching

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must be observed acting as a coach to others in the workplace. Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- 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
- demonstrate effective methods of coaching
- demonstrate effective planning skills to organise activities
- identify and apply relevant workplace health and safety, regulatory and workplace requirements
- use appropriate methods and techniques for eliciting and interpreting feedback
- work effectively with individuals who have diverse work styles, aspirations, cultures and perspectives

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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

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Assessment Conditions

Competency must be demonstrated over time and under typical operating or production conditions for the enterprise.

Assessment must occur in the workplace and under normal enterprise or production conditions.

A minimum of three different forms of assessment must be used.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX307 Provide mentoring

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes 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.

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.

This unit must be delivered in the context of Australian meat processing standards and regulations.

All work should be carried out to comply with workplace requirements and hygiene and sanitation standards.

This unit applies to individuals who work under broad direction and take responsibility for their own work, including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Establish mentoring relationship	1.1 Identify areas for development in accordance with organisational and individual requirements 1.2 Use effective communication styles to develop trust, confidence and rapport 1.3 Make mentoring arrangements on how the relationship will be conducted 1.4 Agree upon expectations and goals 1.5 Seek input from relevant personnel if required
2. Provide mentoring support	2.1 Assist individual to identify and evaluate opportunities to achieve agreed goals and development activities 2.2 Share personal experiences and knowledge with individuals to assist in progress to agreed goals and development 2.3 Provide a supportive environment to allow individuals to progress towards achieving their goals 2.4 Encourage individuals to make decisions and take responsibility for the courses of action or solutions under consideration 2.5 Provide assistance and guidance in a manner that allows individuals to retain responsibility for achieving their goals
3. Evaluate effectiveness of mentoring	3.1 Recognise and openly discuss changes in the mentoring relationship 3.2 Make adjustments to the relationship to take account of the needs of both the mentor and the individual 3.3 Seek feedback from the individual and other relevant personnel to identify and implement improvements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

MTMP3103B Provide mentoring	E

Links

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Assessment Requirements for AMPX307 Provide mentoring

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must be observed acting as a mentor to others in the workplace. Evidence must demonstrate the candidate's consistency of performance over time at production speed.

The candidate must:

- establish, maintain and appropriately modify a mentoring relationship
- use effective planning skills to organise activities
- apply communication skills in giving, receiving and analysing feedback relating to the mentoring process
- apply relevant problem-solving skills
- assist another individual to achieve their goals and development needs using significant workplace knowledge and experience
- demonstrate effective methods of mentoring
- apply relevant workplace health and safety, regulatory and workplace requirements
- demonstrate methods and techniques for eliciting and interpreting feedback
- work effectively with individuals who have diverse work styles, aspirations, cultures and perspectives

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- methods for identifying development opportunities
- enterprise Standard Operating Procedures (SOPs), work instructions, relevant regulatory requirements and how they apply to mentoring processes
- principles of mentoring
- role and benefits of mentoring
- relevant workplace health and safety, regulatory and workplace requirements
- methods and techniques for eliciting and interpreting feedback

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Assessment Conditions

Competency must be demonstrated over time and under typical operating or production conditions for the enterprise.

Assessment must occur in the workplace and under normal production conditions.

A minimum of three different forms of assessment must be used.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX308 Follow and implement an established work plan

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes 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.

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.

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.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element
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 regulatory and workplace health and safety requirements 2.4 Identify relevant workplace requirements 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 relevant personnel 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

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMP3105A Follow and implement an established work plan.

Links

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Assessment Requirements for AMPX308 Follow and implement an established work plan

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must develop, implement and modify a work plan to suit their daily work activities.

The candidate must:

- use communication skills appropriate to the task, including reading, writing, numeracy, listening and speaking skills
- identify and control hazards
- interpret work schedules and follow instructions
- follow relevant procedures
- effectively and efficiently utilise resources and time
- recognise potential disruptions or changed circumstances and modify work plans in conjunction with relevant personnel
- seek assistance from relevant personnel when difficulties arise
- apply problem-solving skills relevant to work instructions and Standard Operating Procedures (SOPs)
- interpret and apply enterprise's standard operating procedures, work instructions and relevant regulatory requirements
- use appropriate methods and techniques for obtaining and interpreting feedback
- work effectively with individuals who have diverse work styles, aspirations, cultures and perspectives

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical 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

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- 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

Assessment Conditions

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.

A minimum of three different forms of assessment must be used.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX309 Identify and repair equipment faults

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to locate and repair or replace faulty components of equipment in accordance with agreed upon workplace practices.

This unit must be delivered in the context of Australian meat processing standards and regulations.

All work should be carried out in accordance with the appropriate Australian standard.

All work should be carried out to comply with workplace requirements and regulatory requirements.

This unit applies to individuals who work under broad direction and take responsibility for their own work, including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Locate equipment faults	1.1 Monitor unit or sub-system performance to identify presence of actual and potential faults 1.2 Monitor built in test functions, fault indicators, alarms and error codes and check and review appropriate maintenance records 1.3 Detect equipment faults using established fault diagnoses techniques and procedures 1.4 Record and/or report faults according to standard procedures
2. Repair and/or replace faulty equipment components	2.1 Isolate equipment according to standard procedures in preparation for component repair or replacement 2.2 Remove faulty components using appropriate tools and techniques in accordance with standard procedures 2.3 Repair and/or replace faulty components in accordance with manufacturer's specifications and standard procedures 2.4 Check and test unit, sub-system or system to confirm that maintenance has been completed to specifications 2.5 Use tools according to manufacturer's specifications to achieve desired outcomes 2.6 Dispose of waste arising from maintenance according to waste management requirements 2.7 Record maintenance information in the company reporting system

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMS306B Identify and repair equipment faults	E

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX309 Identify and repair equipment faults

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must be observed locating and repairing or replacing faulty equipment in accordance with agreed upon workplace practices. Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- prepare equipment and work area to conduct maintenance
- 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 workplace health and safety, hygiene and sanitation, workplace requirements and manufacturer's specifications
- apply fault diagnosis techniques and procedures
- demonstrate the use of common hand and power tools 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 including reporting and describing faults, calculating weights, measures, quantities and time
- seek advice from others and relevant sources, including manuals, to learn new skills and techniques

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- common problems in conducting maintenance
- consequences of incorrect or inadequate maintenance
- environmental aspects related to maintenance

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- equipment isolation requirements
- food safety factors in maintaining equipment
- workplace health and safety hazards and controls
- purpose and use of common hand and power tools 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

Assessment Conditions

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Assessment must occur in the workplace under normal operating and production conditions.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX310 Perform pre-operations hygiene assessment

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to undertake a pre-operations hygiene assessment prior to the commencement of production.

This unit is applicable to workers in meat and animal processing premises.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for pre-operational hygiene assessment	1.1 Explain purpose of pre-operational hygiene assessment 1.2 Identify area to be checked 1.3 Check cleaning and maintenance records relating to identified area 1.4 Identify testing requirements according to workplace requirements 1.5 Assemble, check and calibrate equipment, as required
2. Conduct pre-operational hygiene assessment	2.1 Conduct visual assessment, including equipment and fittings 2.2 Conduct pre-operational testing according to workplace, hygiene and sanitation, regulatory, and workplace health and safety requirements 2.3 Record results according to workplace requirements
3. Evaluate results and take corrective action	3.1 Analyse results and identify areas of non-conformance 3.2 Take corrective action where required 3.3 Re-test or assess, as necessary, to ensure compliance with workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPX310 Perform pre-operations hygiene assessment Release 2	AMPX310 Perform pre-operations hygiene assessment Release 1	Minor typographical errors corrected	Equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX310 Perform pre-operations hygiene assessment

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Performance Evidence

The candidate must undertake a pre-operations hygiene assessment prior to the commencement of production.

The candidate must:

- prepare for and conduct pre-operations hygiene assessment according to workplace, hygiene and sanitation, workplace health and safety and regulatory requirements
- use testing equipment correctly
- accurately interpret and record results
- consistently identify areas of non-conformance and take corrective action
- comply with workplace health and safety requirements
- apply relevant communication skills when reporting to supervisors and interacting with team members.

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- process for conducting pre-operational hygiene assessment
- likely causes of contamination
- corrective action to be taken when contamination is identified
- workplace record-keeping requirements
- regulatory requirements as they relate to pre-operational inspection processes
- relevant workplace health and safety requirements.

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Assessment Conditions

Assessment must be conducted in an operating and registered meat processing plant or premises.

Competency must be demonstrated at the normal rate of production for that plant.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX311 Monitor production of packaged product to customer specifications

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to monitor packers and packaged product to ensure it meets customer and workplace specifications.

This unit is applicable to products packaged in abattoirs, boning rooms, smallgoods plants, game processing plants, food services and wholesaling operations. This role will usually be performed by persons with leading hand responsibilities.

All work should be carried out to comply with workplace procedures, customer requirements and product specifications.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify customer and workplace specifications	1.1 Identify and explain customer specifications for packaged product 1.2 Identify any workplace or regulatory requirements which may be relevant 1.3 Explain workplace monitoring and recording requirements
2. Check and assess packaged product	2.1 Undertake checking regime according to workplace requirements 2.2 Check that meat product meets customer specifications 2.3 Check that packing confirms with customer and workplace requirements 2.4 Check that packaging process meets workplace hygiene and sanitation requirements and check for contamination 2.5 Observe workplace health and safety, and hygiene and sanitation requirements
3. Address non-conformance	3.1 Identify out-of-specification product 3.2 Identify required action according to workplace and regulatory requirements 3.3 Implement required action 3.4 Record action taken according to workplace requirements
4. Provide support to team members	4.1 Provide guidance and support to individual team members where necessary 4.2 Monitor speed and accuracy of team members and provide additional guidance and support where necessary 4.3 Ensure new staff receive additional support where required 4.4 Use communication skills to give clear instructions and advice

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

New unit - no equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX311 Monitor production of packaged product to customer specifications

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must monitor packers and packaged product to ensure it meets customer and workplace specifications.

The candidate must:

- identify, explain and apply customer and workplace specifications
- check and assess packaged product according to workplace requirements
- address non-conformance in a timely manner
- identify and apply relevant regulatory requirements
- follow workplace health and safety, and hygiene and sanitation requirements
- maintain monitoring records to workplace requirements
- use communication skills relevant to work instructions and Standard Operating Procedures (SOPs)

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- customer specifications
- relevant workplace and regulatory requirements
- workplace monitoring requirements and processes
- causes of contamination and corrective actions
- workplace labelling systems and requirements
- actions to be taken for out-of-specification product

Assessment Conditions

Assessment must be conducted in an operating meat packing room.

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Competency must be demonstrated at a rate of packing that meets workplace requirements over a period of time.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX312 Calculate carcase yield in a boning room

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Industry Training Package Version 3.0.

Application

This unit describes the skills and knowledge required to calculate carcase and product yield rates in a boning room. It also covers the causes of variation in yields achieved in a boning room.

This unit is applicable to Quality Assurance officers and boning room supervisors who are required to calculate carcase and product yields for a variety of classes of stock. Individuals work under broad direction and take responsibility for their own work and provide and communicate solutions to a range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

All work must be carried out to comply with workplace procedures, customer requirements, product specifications, work health and safety and hygiene requirements and Australian meat processing standards and regulations.

Pre-requisite Unit

Nil

Elements and Performance Criteria

Elements	Performance criteria
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. List classes of stock for yield calculation	1.1 Establish the classes of stock that impact on carcase yields 1.2 Determine the variables that impact on carcase yields
2. Calculate yield of a single carcase	2.1 Establish the carcase weight to be used for calculation according to workplace specifications 2.2 Confirm class of stock to be assessed according to workplace

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Elements	**Performance criteria**
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 2.3 Identify and weigh cuts that constitute a full set 2.4 Identify and weigh other meat products recovered including trim and other meat recovered 2.5 Identify and weigh fat and bones including rib frames and H bone waste 2.6 Calculate percentage yield of the full set, total meat, fat and bone 2.7 Perform tasks in accordance with work health and safety, hygiene and workplace requirements.
3. Calculate yield of a single product	3.1 Identify and weigh individual cuts to calculate yield 3.2 Calculate percentage yield for each muscle group
4. Calculate carcase and product yield for a production period	4.1 Identify and collect production run weights for cuts that constitute the full set 4.2 Identify and collect production run weights for other meat recovered 4.3 Calculate total meat yield 4.4 Determine appropriate expected yields 4.5 Compare results with company tolerances for differences between achieved and expected yields
5. Identify ways to correct differences between achieved and expected yields	5.1 Determine potential causes of differences between actual and expected yields according to workplace specifications 5.2 Report on potential methods to achieve expected yields according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**

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Skill	Description
Numeracy	• Use mathematical concepts to identify ways to maximise yields
Navigate the world of work	• Apply workplace procedures and legislative responsibilities relevant to own role
Get the work done	• Make decisions directly related to completion of tasks required for own role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPX312 Calculate carcase yield in a boning room	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX312 Calculate carcase yield in a boning room

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Industry Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

The individual must complete calculations for classes of stock relevant to the enterprise and the range of cuts used by the company to make up a full set in carcase and product yield calculations. The individual must demonstrate that he/she has:

- managed the planning required for calculating individual carcase and product yield calculation
- weighed individual products accurately
- collected carcase weights
- collected production run weights for carcases and cuts
- calculated percentages accurately
- reported on differences between actual and expected yields and possible methods for achieving expected yields
- identified and applied work health and safety and regulatory requirements relevant to calculating yield in a boning room.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. The individual must demonstrate knowledge of:

- the significance of yield calculations to productivity and profitability of an operation
- the range of cuts that make up a full set
- the potential causes for differences between actual and expected yields
- the ways of correcting differences between actual and expected yields.

Assessment Conditions

Assessment of skills must take place under the following conditions.

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- physical conditions:
  - operating boning room where the calculation of yield can be demonstrated in an operating environment
- resources, equipment and materials:
  - real or simulated data which specify expected enterprise yields
  - real or simulated data for actual yields to enable the calculation of percentages
- relationships:
  - personnel to whom analysis of discrepancies between actual and expected yields need to be explained.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX401 Monitor meat preservation process

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to monitor the hygienic preservation of meat and ensure compliance with quality standards and regulatory requirements.

This unit is applicable to meat safety officers (inspectors) and Quality Assurance (QA) managers responsible for overseeing meat preservation.

All work is carried out to comply with product specifications, customer requirements and workplace procedures.

This unit applies to individuals who take responsibility for their own work and for the quality of the work of others within known parameters. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

This unit must be delivered in the context of Australian meat processing standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Overview the meat preservation process	1.1 Identify and explain types of preservation processes used by the meat industry 1.2 Identify meat quality required for preservation processes according to customer and workplace requirements 1.3 Prepare ingredients and equipment required for the preservation process according to product specifications, hygiene and sanitation, and safety requirements
2. Monitor the meat preservation process	2.1 Inspect and monitor product and process to ensure meat is preserved to specifications, health, hygiene and customer requirements 2.2 Regularly monitor equipment or processes involved in the preservation process at critical control points 2.3 Monitor and follow procedures to ensure quality and hygiene of products at all times 2.4 Implement procedures for rejecting, reprocessing and/or recall for products which do not meet specifications or hygiene requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMPS411C Monitor meat preservation process	E

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX401 Monitor meat preservation process

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must monitor the meat preservation process on at least three separate occasions.

The candidate must demonstrate ability to:

- identify critical control points in the meat preservation process
- prepare ingredients and equipment required for the preservation process according to product specifications, hygiene and sanitation, and safety requirements
- apply relevant communication and mathematical skills
- maintain currency of knowledge through professional development and self-directed research
- determine and implement corrective action
- identify and apply relevant workplace health and safety requirements
- interpret monitoring data and identify out-of-specification performance or product
- monitor the preservation of meat to ensure compliance with workplace and regulatory requirements
- record monitoring information accurately
- report non-conformances to appropriate personnel

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- the criteria for rejected, reprocessed or recalled product
- the process involved in preserving meat in own workplace
- critical aspects of meat safety and hygiene during the preservation process
- relevant procedures for ensuring the preserved meat product is safe and fit for human consumption
- rejection and recall procedures
- the impact of the preservation process on product quality, including eating quality

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- current regulatory requirements relating to the preservation of meat and meat products
- the appropriate Australian Standard and regulatory requirements

Assessment Conditions

Competency must be demonstrated while monitoring a commercial meat preservation operation.

Assessment of application of reject and recall procedures may involve a simulated monitoring role for the trainee.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

All evidence must be collected in the context of current Australian meat industry standards and regulations.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX402 Monitor and overview the production of processed meats and smallgoods

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to monitor the production processes of smallgoods.

This unit is applicable to supervisors, Quality Assurance (QA) staff and regulatory officers overviewing the production of processed meat and smallgoods.

All work is carried out to comply with workplace and regulatory requirements.

This unit applies to individuals who take responsibility for their own work and for the quality of the work of others within known parameters. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

This unit must be delivered in the context of Australian meat industry standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Overview the production of further processed meats and smallgoods	1.1 Identify and explain the range of further processed meat products and smallgoods 1.2 Identify and explain the processing techniques involved in the production of these products 1.3 Identify and explain the hygiene and sanitation and quality hazards associated with the production of these products 1.4 Identify and explain the regulatory requirements associated with the production of these products
2. Monitor the preparation of processing equipment and areas	2.1 Identify procedures for pre-operational equipment checks in accordance with workplace policies and procedures, and manufacturer's instructions 2.2 Ensure pre-operational checks and procedures are carried out in accordance with workplace and regulatory requirements
3. Monitor the production of smallgoods and further processed meat products	3.1 Identify ingredients by type and quality in accordance with product specifications and explain their function in the process 3.2 Identify types of meat, by-product, stock, additive, binder and spices selected in accordance with formulation specifications and regulatory requirements 3.3 Monitor handling techniques for ingredients to prevent contamination and ensure product quality and safety 3.4 Identify relevant processing equipment and explain operating procedures according to manufacturer and work specifications 3.5 Monitor relevant temperature, consistency, appearance and texture requirements monitored in accordance with product specifications and regulatory requirements 3.6 Monitor relevant processing area hygiene and sanitation requirements as specified in workplace procedures and regulatory requirements 3.7 Identify and assess against regulatory requirements the procedures for rejection, reprocessing and/or recall for products which do not meet specifications or hygiene and sanitation requirements

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMPS412C Monitor and overview the production of processed meats and smallgoods	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX402 Monitor and overview the production of processed meats and smallgoods

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must monitor the production of processed meats and smallgoods in the workplace on at least three separate occasions.

The candidate must:

- monitor production of processed meats and smallgoods to ensure compliance with workplace and regulatory requirements
- apply relevant communication and mathematical skills
- identify and apply relevant workplace health and safety requirements
- propose and implement solutions to a range of production problems

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- hazards to the safe and hygienic manufacture of smallgoods
- options for chilling product
- the process involved in manufacturing smallgoods
- procedures required to ensure products are fit for human consumption and meet regulatory and quality requirements
- critical limits in the manufacture of smallgoods
- recall procedures, including notification of appropriate authorities
- the appropriate Australian Standard and regulatory requirements

Assessment Conditions

Competency must be demonstrated while monitoring the commercial production of processed meats and smallgoods.

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All evidence must be collected in the context of current Australian meat industry standards and regulations.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX403 Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM)

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to understand and manage the production processes for Uncooked Comminuted Fermented Meat (UCFM).

This unit is applicable to personnel responsible for the outcomes of the production processes of UCFM in a smallgoods processing operation.

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:

'A food business must ensure that persons undertaking or supervising food handling operations have:

(a) skills in food safety and food hygiene matters; and

(b) knowledge of food safety and food hygiene matters,

commensurate with their work activities.'

All work is carried out to comply with product specifications, customer requirements, hygiene standards and workplace procedures.

This unit applies to individuals who take responsibility for their own work and for the quality of the work of others within known parameters. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

This unit must be delivered and assessed in the context of Australian Meat industry standards and regulations.

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No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

AMPCOR202 Apply hygiene and sanitation practices

AMPCOR404 Facilitate hygiene and sanitation performance

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify microbiological hazards for UCFM products	1.1 Identify types of micro-organisms 1.2 Identify major threats to UCFM products 1.3 Identify types of bacteria that cause food poisoning and spoilage 1.4 Identify effects of bacterial contamination for food poisoning (impact on people) and food spoilage (shelf life) 1.5 Identify sources of bacterial contamination 1.6 Identify growth characteristics and requirements of bacteria
2. Identify chemical hazards for UCFM products	2.1 Identify chemical hazards which may affect UCFM products 2.2 Identify common sources of chemical hazards/contamination 2.3 Explain control methods which prevent chemical contamination including enterprise policies and relevant national programs (including residue testing) 2.4 Explain the impact of chemical residues on meat (including poisoning, tainting, rejections)
3. Identify physical hazards for UCFM products	3.1 Explain physical hazards which may affect meat 3.2 Identify common sources of physical hazards and/or contamination 3.3 Explain control methods to prevent contamination 3.4 Explain effects or impact of physical hazards on meat
4. Overview the production of UCFM products	4.1 Identify and explain the range of UCFM products 4.2 Identify and explain the processing techniques involved in producing UCFM 4.3 Identify and explain the hygiene and food safety hazards

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Element	Performance criteria
	associated with the production of UCFM products 4.4 Identify and explain the regulatory requirements associated with the production of UCFM products
5. Monitor the preparation of processing equipment and areas	5.1 Identify procedures for pre-operational equipment checks in accordance with workplace policies and procedures, and manufacturer's instructions 5.2 Carry out and monitor pre-operational checks and procedures in accordance with workplace, food safety and regulatory requirements
6. Manage the production of UCFM and further processed products	6.1 Identify ingredients by type, quality and safety in accordance with product specifications and explain their functions 6.2 Identify types of meat, by-product, stock, additive, binder and spices selected in accordance with formulation specifications 6.3 Demonstrate handling requirements for ingredients (including starter culture) to prevent food safety hazards and ensure product quality and safety 6.4 Identify relevant processing equipment and explain operating procedures in accordance with manufacturer specifications 6.5 Describe relevant time, temperature and humidity requirements for fermentation, maturation and monitoring in accordance with product specifications, regulatory requirements and industry guidelines 6.6 Describe relevant consistency, appearance, texture and monitoring requirements in accordance with product specifications and regulatory requirements 6.7 Identify and assess procedures for rejecting, reprocessing and recalling products which fail to meet specifications or hygiene and sanitation requirements as measured against industry guidelines 6.8 Identify and monitor relevant processing area hygiene and sanitation requirements as specified in workplace procedures and regulatory requirements
7. Overview the implementation of the Approved Hazard Analysis Critical Control Point (HACCP) plan for the production of UCFM products	7.1 Identify Critical Control Points (CCPs) and control points for preventing and controlling bacterial contamination, including process controls and systems 7.2 Explain and implement control methods to prevent microbiological contamination 7.3 Identify critical limits for CCPs and implement monitoring processes 7.4 Describe validation requirements for critical limits of HACCP programs 7.5 Implement documented procedures which ensure out of control

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Element	Performance criteria
	CCPs are brought back under control and affected products are suitably handled 7.6 Implement documented procedures to ensure the whole HACCP system is regularly audited and verified as working effectively 7.7 Keep all documents and records required for the system available, up-to-date and in use

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

UCFM products must include knowledge of:

- caccitora
- chorizo
- csabai
- landjaeger
- Lebanon Bologne
- mettwurst
- polnische
- salami
- some cabanossi
- summer sausage
- Teewurst

Unit Mapping Information

MTMPS414B Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM)	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX403 Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM)

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must display an understanding of and manage the production processes for UCFM. Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- apply relevant communication and mathematical skills
- maintain currency of knowledge and techniques through informal learning, regular professional development and personal research by using resources including the internet, industry journals, circulars from regulators and industry workshops
- demonstrate initiative and creativity in proposing solutions and contributing to the development of appropriate actions to resolve problems
- identify and apply relevant workplace health and safety 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 relevant Australian Standards and associated regulations
- use technology to access information, prepare reports, and to access and prepare relevant data

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- process involved in manufacturing UCFM
- purpose of fermentation
- raw materials storage and selection requirements
- fermentation control criteria for pH
- fermentation speed control
- purpose of maturation and drying
- maturation and drying speed control

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- impact of 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 products are fit for human consumption and meets regulatory, food safety and quality requirements
- implementation of the HACCP plan for the production of UCFM products

Assessment Conditions

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.

The following methods of assessment must be used:

- 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 environment and conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX404 Conduct an internal audit of a documented program

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to conduct an internal audit of a documented program.

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, workplace health and safety, vendor and environmental programs. This may include industry standards and codes.

Work in this unit must be carried out to comply with the appropriate Australian Standard.

All work should be carried out to comply with workplace requirements.

This unit applies to individuals who take responsibility for their own work and for the quality of others' work within known parameters. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

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Pre-requisite Unit

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Plan the audit	1.1 Interpret audit schedule and plan and organise the timely conduct of internal audit 1.2 Determine objectives, scope and criteria of audit according to workplace requirements 1.3 Assemble and brief audit team, as required, about the objectives, scope and criteria of the audit 1.4 Notify those affected by and involved in the audit and document responsibilities according to workplace requirements 1.5 Notify stakeholders involved in an internal audit according to workplace requirements 1.6 Identify procedures, records and workplace documentation needed for the audit 1.7 Document evidence collection methods and sources to be used during the audit, including developing workplace checklists in accordance with workplace specifications 1.8 Conduct a document review prior to audit
2. Conduct the audit	2.1 Conduct an entry meeting with relevant parties to explain the purpose, scope and criteria for the audit, the methods to be used for conducting the audit, and procedures for reporting and following up results 2.2 Conduct an audit of the program in accordance with workplace and regulatory requirements 2.3 Use effective communication skills when conducting the audit 2.4 Collect verifiable objective evidence against the criteria of the audit 2.5 Make findings using the objective evidence against the audit criteria 2.6 Identify and categorise non-conformances according to workplace requirements 2.7 Record audit activity according to workplace requirements
3. Report on audit findings	3.1 Prepare an audit report, detailing areas of the program which were audited and findings against the audit criteria, including

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Element	Performance criteria
	non-conformances, where applicable 3.2 Document objective evidence according to workplace standards 3.3 Keep records of audit process, objective evidence and findings in accordance with workplace and regulatory requirements 3.4 Report findings according to workplace requirements
4. Confirm and close out corrective action	4.1 Verify the effectiveness of corrective actions 4.2 Maintain records of the effectiveness of corrective actions

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMPS415A Conduct an internal audit of a documented program	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX404 Conduct an internal audit of a documented program

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must conduct an internal audit of at least one complete section of a documented program.

The candidate must:

- locate relevant commonwealth, state and/or territory legislation, regulations and related codes of practice and determine the legal responsibilities of the business
- 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

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- audit management processes to develop and implement an audit against an agreed plan, including an understanding of the scope/level of authority to revise the resource and allocate time allocations to take account of variation to plan
- legislation, regulations, orders, codes and standards applicable to the areas being audited
- communication methods relevant to different groups and audience

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- 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, appropriate to the nature of the hazard, the requirements of the audit and the industry sector
- personal attributes required of an auditor
- 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 used to describe technical processes, industry standards and common biological and chemical terms

Assessment Conditions

Competency must be demonstrated while conducting an internal audit of an operating meat processing enterprise.

All evidence must be collected in the context of current Australian meat industry standards and regulations.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX405 Conduct statistical analysis of process

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to collect and analyse statistical information relating to meat processing.

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.

All work is carried out to comply with workplace and regulatory requirements.

This unit applies to individuals who take responsibility for their own work and for the quality of others' work within known parameters. They provide and communicate solutions to a range of predictable and sometimes unpredictable solutions.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Collect and analyse statistical data drawn from the workplace	1.1 Select samples from a process line 1.2 Conduct statistical calculations on samples
2. Use statistical analysis to verify the process	2.1 Prepare relevant graphs and charts 2.2 Use a range of information and communications technology and software, including statistics management and analysis programs 2.3 Identify and analyse trends and cyclic patterns of control graphs 2.4 Prepare and present reports on the outcomes of the statistical analysis of monitoring data

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMPS416A Conduct statistical analysis of process	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX405 Conduct statistical analysis of process

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must be collect and analyse statistical information relating to meat processing. The candidate must complete analysis and report on at least three data runs to achieve competency.

The candidate must:

- apply statistical information to the analysis and verification of a process
- calculate simple statistical measures
- cooperate with monitors to ensure accuracy and timeliness of data
- 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 workplace health and safety, 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, including mean, range, frequency, mode and median
- use relevant communication skills

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- statistical measures, including mean, range, frequency, mode and median
- available software systems to assist with analysis and report preparation

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Assessment Conditions

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

All evidence must be collected in the context of current Australian meat industry standards and regulations.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX406 Manage or oversee an external audit of the establishment's quality system

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to prepare for and respond to an audit of a quality system conducted by an external party.

This unit is applicable to managers and Quality Assurance (QA) personnel who facilitate external audits by regulators, accrediting agencies, customers or overseas reviewers.

All work should be carried out to comply with workplace and regulatory requirements.

This unit applies to individuals who take responsibility for their own work and for the quality of others' work within known parameters. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

The unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify audit dates	1.1 Document and schedule known or expected dates of external audits in accordance with workplace practices 1.2 Confirm dates and notify all relevant company personnel
2. Identify audit scope	2.1 Describe and convey audit scope to people affected by external audit processes
3. Identify audit team size and length/duration of the external audit	3.1 Identify audit team size and duration and make necessary notifications throughout the workplace
4. Review internal audit reports to check areas expected to be covered in the external audit	4.1 Conduct internal audits, where necessary, and develop reports in accordance with workplace policy and procedures 4.2 Review previous internal audit reports and production reports to identify past problem areas 4.3 Monitor and review previous problem areas 4.4 Review previous customer complaints that reflect on food production and safety
5. Make arrangements for the external audit process	5.1 Make arrangements for the external audit and confirm them with the auditors 5.2 Make arrangements for greeting the external auditors and the provision of a workplace guide in accordance with workplace requirements 5.3 Notify relevant internal departments of the arrangements 5.4 Determine roles and responsibilities of enterprise personnel in the audit process
6. Accompany the external auditors	6.1 Facilitate entry and exit interviews 6.2 Escort external auditors for the duration of the audit in accordance with established arrangements and workplace procedures
7. Report on the external audit	7.1 Report external audit finding in accordance with workplace requirements 7.2 Communicate external audit findings to relevant individuals 7.3 Follow up on external audit findings and take corrective action, where appropriate

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMPS417A Manage/oversee an external audit of the establishment's quality system	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX406 Manage or oversee an external audit of the establishment's quality system

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must manage or oversee at least one complete external audit of the establishment’s quality system.

The candidate must:

- 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
- schedule, record the schedule and manage 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 workplace health and safety and regulatory requirements
- use available technology to prepare for and follow up external audits
- identify reports of internal and external audits and take corrective action
- maintain currency of knowledge through independent research and professional development

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- regulatory and other requirements for external audits
- technical and regulatory aspects covered by each external audit

Assessment Conditions

Competency must be demonstrated while managing or overseeing one complete external audit of the company’s quality system.

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As a minimum, the following thee forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

All evidence must be collected in the context of current Australian meat industry standards and regulations.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX407 Oversee export requirements

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to understand and identify export requirements for an Australian meat processing plant.

This unit is applicable to those employed in meat processing plants as government inspection staff, plant manager or Quality Assurance (QA) personnel.

All work should be carried out to comply with workplace, customer and regulatory requirements.

This unit applies to individuals who take responsibility for their own work and for the quality of others' work within known parameters. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify major export legislation	1.1 Identify relevant legislation and describe its application to establishment 1.2 Identify export control orders and explain their application in accordance with customer specifications and work instructions 1.3 Access legislation on Electronic Legislation, Manuals and Essential References (ELMER)
2. Identify and describe importing country requirements	2.1 Access and apply information on importing country requirements 2.2 Perform specific importing country and export inspection procedures in accordance with regulatory requirements and workplace requirements
3. Identify the role of the federal Department of Agriculture	3.1 Describe the role of the Department of Agriculture 3.2 Identify the function of Department of Agriculture meat inspection staff 3.3 Identify the structure of the Department of Agriculture and the relevant chain of command
4. Identify Quality Assurance arrangements	4.1 Identify specific requirements for Department of Agriculture Approved Arrangement 4.2 Describe Department of Agriculture review, monitoring and auditing arrangements for Approved Arrangements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMPS418A Oversee export requirements	E

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX407 Oversee export requirements

Modification History

Not applicable.

Performance Evidence

The candidate must oversee the export requirements for at least one enterprise section or department for a period of at least three months.

The candidate must:

- 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 workplace health and safety requirements
- identify orders relevant to specific operational situation
- use communication and information technology to access required information
- use relevant communication skills
- work with Department of Agriculture personnel

Knowledge Evidence

The candidate must demonstrate a broad factual, technical, procedural and theoretical knowledge of:

- role and jurisdiction of Department of Agriculture
- role and function of Department of Agriculture 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 Department of Agriculture in export works

Assessment Conditions

All evidence must be collected in the context of current Australian meat industry standards and regulations.

A minimum of three different forms of assessment must be used.

Assessors must satisfy the current standards for RTOs.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX410 Facilitate achievement of enterprise environmental policies and goals

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to facilitate the achievement of enterprise environmental goals. It includes developing a workforce understanding of and commitment to environmental responsibility and sustainability and techniques for monitoring and minimising environmental impact and waste.

Management of environmental impact is a high priority for the meat processing industry. All industry members are responsible for environmental management and sustainability.

This unit is applicable to for first line managers, including supervisors and team leaders in all meat industry sectors.

All work should be carried out to comply with workplace and regulatory requirements.

This unit applies to individuals who take responsibility for their own work and for the quality of others' work within known parameters. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Clarify enterprise policies and responsibilities for minimising environmental impact	1.1 Locate relevant company documents, policies and legal obligations and clarify requirements for enterprise operations 1.2 Explain responsibilities for minimising environmental impact to individuals and teams 1.3 Develop individual and team commitment to enterprise environmental management strategy
2. Implement environment management procedures	2.1 Plan work practices with colleagues to ensure compliance with workplace and legislative environmental management requirements 2.2 Implement work practices in accordance with legal requirements and standards for environment protection 2.3 Coach and mentor colleagues to support them in managing their responsibilities for environmental protection
3. Monitor, adjust and report performance	3.1 Measure environmental impacts including pollutants, emissions and waste in accordance with enterprise procedures and regulatory requirements 3.2 Identify, rectify and report actual and potential problems promptly and decisively to ensure environmental safety 3.3 Manage environmental hazards to minimise risks 3.4 Carry out waste recycling, reduction and disposal within legislative and enterprise requirements 3.5 Submit recommendations to improve environmental and waste procedures and controls to designated persons and groups 3.6 Inform individuals and teams about results of workplace environmental improvements 3.7 Maintain systems, records and reporting procedures in accordance with legal requirements
4. Investigate and report environmental non-conformance	4.1 Investigate and deal with non-conformance in accordance with legal requirements 4.2 Provide coaching and mentoring to support colleagues to acquire and apply competencies to meet legal requirements and associated standards 4.3 Implement, review and improve workplace environmental and waste minimisation practices to ensure lack of repetitious non-conformance

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMPSR403C Facilitate achievement of enterprise environmental policies and goals	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX410 Facilitate achievement of enterprise environmental policies and goals

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must facilitate the achievement of enterprise environmental policies and goals for at least one section or department of the enterprise for a period of at least three months.

The candidate must:

- 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 to develop and review environmental procedures
- maintain currency of knowledge through independent research or professional development
- develop, in conjunction with managers, environmental targets for the section or department
- apply 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 workplace health and safety regulatory and workplace requirements
- investigate, analyse and report environmental incidents, in accordance with 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 seeking additional expertise when necessary

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- utilise informal and formal consultative strategies to build individual and team commitment to environmental goals and procedures

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- enterprise goals, targets and performance measures
- enterprise environmental management policies and legal obligations and responsibilities
- legal and regulatory requirements as applicable to enterprise

Assessment Conditions

All evidence must be collected in the context of current Australian meat industry standards and regulations.

A minimum of three different forms of assessment must be used.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX411 Foster a learning culture in a meat enterprise

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to integrate work and learning in a meat enterprise. This unit does not provide workplace trainer skills, but does describe the skills and knowledge required for people in leadership positions to monitor and facilitate workplace training and learning.

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.

This unit applies to individuals who take responsibility for their own work and for the quality of others' work within known parameters. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Develop a learning culture in the enterprise	1.1 Demonstrate a commitment to, and value of learning through own personal performance 1.2 Include learning and training strategies as an integral part of work and performance plans 1.3 Reflect diversity of needs and opportunities in learning and training strategies and plans 1.4 Prepare and recommend resource proposals to support workplace learning 1.5 Ensure 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 Develop and support workplace environments and contexts which facilitate learning 2.2 Identify and promote external and internal opportunities for learning 2.3 Collaboratively develop learning plans to meet individual, team and organisational goals 2.4 Facilitate individual and team access to, and participation in, learning opportunities 2.5 Plan and provide individual and team learning and training in consultation with learners and training specialists, where appropriate
3. Facilitate and promote learning	3.1 Use workplace activities as opportunities for learning 3.2 Encourage personnel to take advantage of learning opportunities 3.3 Ensure coaching and mentoring contributes effectively to development of workplace knowledge, skills and attitudes 3.4 Share benefits of learning with others in team and organisation 3.5 Provide opportunities for learners to continue utilising and extending new skills and knowledge 3.6 Recognise workplace achievement through timely and appropriate recognition, feedback and rewards
4. Monitor and improve learning effectiveness	4.1 Monitor individual and team performance to determine the type and extent of required additional work-based support

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Element	Performance criteria
	4.2 Use feedback from individuals and teams to make improvements to future learning arrangements 4.3 Monitor effectiveness and efficiency of learning and training programs and prepare recommendations for improvement 4.4 Negotiate adjustments to learning plans and activities with training and development personnel to achieve improvements to learning effectiveness 4.5 Document and maintain learning plans, records and reports of competency in accordance with organisation systems and procedures

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMPSR404C Foster a learning culture in a meat enterprise	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX411 Foster a learning culture in a meat enterprise

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must foster a learning culture in a meat enterprise. Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- communicate openly and sensitively when negotiating learning opportunities and plans
- define the workplace learning opportunities within areas of responsibility, taking into consideration the requirements and limitations of the enterprise
- identify the areas that require the training services provided by training professionals
- develop and review learning plans, linked with individual and team goals and enterprise needs, in consultation with relevant personnel
- develop simple targets, goals and performance measures for evaluating outcomes of learning and training
- estimate resources required to support learning and training within the department or enterprise (including personnel, time, cost)
- facilitate and monitor the implementation of training and assessment schedules (including negotiating time release)
- maintain currency of knowledge through independent research or professional development
- apply relevant communication and mathematical skills
- identify and apply relevant workplace health and safety, regulatory and workplace requirements
- identify and support internal coaches and mentors to provide support to individuals and teams
- identify learning opportunities and strategies which address the cultural, working and learning experiences and styles of individuals and team
- identify learning opportunities to support individual and team learning plans
- map learning and training strategies against individual, team and enterprise goals or priorities

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- 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
- recognise the achievements of individuals promptly and appropriately, within enterprise requirements
- resource and encourage enterprise trainers and assessors (including 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

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical 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 (including 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

Assessment Conditions

The candidate must demonstrate competency through sustained performance over time, at an appropriate level of responsibility and authority, and under typical enterprise operating and production conditions.

Assessment must be conducted under typical operating and production conditions for the enterprise.

A minimum of three different forms of assessment must be used.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX412 Build productive and effective workplace relationships

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to develop, maintain and model positive workplace relationships.

Effective workplace relationships contribute to a productive working environment and minimise conflict and disruption. This unit is applicable to first line managers, including supervisors and team leaders, working in a meat industry context.

All work should be carried out to comply with workplace and regulatory requirements.

This unit applies to individuals who take responsibility for their own work and for the quality of others' work within known parameters. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Gather and present information and ideas relevant to the job	1.1 Utilise information from appropriate sources to fulfil workplace responsibilities and to develop and refine alternative processes and solutions 1.2 Apply communication methods to take into account the purpose and the audience, including social and cultural diversity 1.3 Use communication strategies to keep relevant personnel informed about enterprise or department directions and activities 1.4 Provide clear and unambiguous guidance and direction to others, consistent with workplace responsibilities 1.5 Seek and value input from internal and external sources when developing and refining new ideas and approaches
2. Develop trust and confidence	2.1 Treat people with integrity, respect and empathy 2.2 Use enterprise social, ethical and business standards to develop and maintain positive relationships 2.3 Gain and maintain trust and confidence of colleagues, customers and suppliers through competent performance 2.4 Adjust interpersonal styles and methods to the social and cultural environment
3. Build and maintain networks and relationships	3.1 Use networking to identify and build relationships 3.2 Provide identifiable benefits for the team and organisation through networks and other work relationships with stakeholders
4. Manage difficulties to achieve positive outcomes	4.1 Identify and analyse problems and take action to rectify them with minimal disruption to performance 4.2 Ensure colleagues receive guidance and support to resolve their work difficulties 4.3 Use pro-active strategies to manage individual performance in accordance with organisational processes 4.4 Manage conflict constructively in accordance with organisational processes 4.5 Negotiate difficult situations to achieve results which are acceptable to participants and also meet organisational and legislative requirements

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMPSR405C Build productive and effective workplace relationships	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX412 Build productive and effective workplace relationships

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must develop, maintain and model positive workplace relationships. Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- accept and provide constructive feedback
- contribute to and support meetings (including team, department and maintenance meetings)
- cooperate with other supervisors and managers
- locate and evaluate information from a range of sources, using a range of available resources including the internet and journals
- 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 practices
- 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 workplace health and safety, regulatory and workplace requirements
- introduce strategies for improving workplace relationships (including coaching and mentoring)
- mentor and counsel individuals and teams, within enterprise procedures
- model positive and effective communication and interaction strategies while performing responsibilities
- monitor and diffuse potential conflicts and disputes, applying a range of strategies including the enterprise's established procedures
- resolve differences between employees, within enterprise processes

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- 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
- review own actions and attitudes and describe their impact on colleagues
- seek feedback from colleagues and networks on own ideas and performance
- use available information and communications technology to facilitate two-way communication and understanding

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- the impact of enterprise social, ethical and business standards on workplace relationships
- factors which influence workplace relationships, including cultural and social characteristics, past experiences and industrial approaches
- networks and other sources of information which could assist in developing workplace relationships and building own knowledge and expertise
- strategies for building networks

Assessment Conditions

The candidate must demonstrate competency through sustained performance over time, at an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise.

Assessment must be conducted under typical operating and production conditions for the enterprise.

A minimum of three different forms of assessment must be used.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX413 Manage and maintain a food safety plan

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to manage a food safety plan.

Food safety is critical to public health and safety and the successful operation of meat industry businesses. This unit is applicable to managers in meat retail establishments, and supervisors and team leaders in smallgoods, meat processing and food services establishments, who maintain a food safety plan or system in a designated work area.

All work should be carried out to comply with workplace and regulatory requirements.

This unit applies to individuals who take responsibility for their own work and for the quality of others' work within known parameters. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Manage the implementation of the food safety plan	1.1 Explain food safety principles, procedures and requirements, including regulatory requirements, to the team 1.2 Develop team commitment to, and responsibility for, food safety 1.3 Develop and implement procedures to support the food safety plan 1.4 Provide training and mentoring to the team to assist implementation
2. Monitor the food safety plan and take corrective action	2.1 Monitor team implementation of the food safety plan 2.2 Complete records and reports accurately and on schedule 2.3 Take prompt action to correct non-conformance in accordance with enterprise and regulatory requirements 2.4 Identify and analyse causes of non-conformance 2.5 Implement control measures to prevent future non-conformance 2.6 Report non-conformance in accordance with enterprise requirements
3. Maintain the food safety plan	3.1 Seek feedback from all personnel to identify potential hazards, corrective actions and controls 3.2 Identify processes or conditions which could result in breaches of food safety procedures and take preventive or corrective action 3.3 Update corrective action and control procedures to improve food safety 3.4 Complete documentation in accordance with enterprise and regulatory requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

MTMPSR406C Manage and maintain a food safety plan	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX413 Manage and maintain a food safety plan

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must manage and maintain a food safety plan. Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- collect, monitor and interpret data to identify trends and non-conformance
- communicate with a range of stakeholders, including customers, to convey information about food safety requirements and programs
- determine and take corrective action
- identify and apply relevant workplace health and safety, regulatory and workplace requirements
- identify and review operations and practices for food safety improvement
- lead personnel and team in investigation of food safety 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 to minimise potential of misreporting and misunderstanding of food safety requirements, procedures and plans
- 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
- use required problem-solving strategies when investigating non-conformance and reviewing the food safety system

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- enterprise Standard Operating Procedures (SOPs) and their role in the food safety system

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- enterprise monitoring procedures (including sampling, testing and maintaining required records and documents) and their purposes
- current technical and process knowledge for controlling hazards and improving the food safety system
- enterprise recall and traceability procedures
- food safety requirements and their importance to team members
- 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

Assessment Conditions

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.

A minimum of three different forms of assessment must be used.

Assessors must satisfy current standards for RTOs

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX415 Specify beef product using AUS-MEAT language

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes 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. Individuals who have satisfactorily completed AUS-MEAT Accreditation for Beef Boning Room Standards Officers will have satisfied the requirements for this unit of competency.

This unit prepares workers to work with beef cuts, specifications and cutting lines.

Individuals will be directly involved in demonstration and explanation of:

- achieving maximum yields and returns
- basic anatomy
- cutting lines
- detecting and recording defects
- product description
- specifications and verification

All work in this unit should be carried out to comply with workplace and regulatory requirements.

This unit applies to individuals who take responsibility for their own work and for the quality of others' work within known parameters. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

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Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify anatomical features of a beef carcase	1.1 Describe directions on a carcase using anatomical direction format 1.2 Locate and identify bones relevant to meat specifications in a beef skeleton 1.3 Identify major muscles relevant to meat specifications 1.4 Identify major glands and cartilage relevant to meat specifications
2. Identify and name meat products using the standard product description	2.1 Identify the nature and format of product specifications 2.2 Use, and correctly spell, standardised cut descriptions for naming meat products 2.3 Identify major muscles that make up each meat cut 2.4 Identify correct cutting lines for each product and use the correct anatomical features to describe them 2.5 Identify necessary alterations for any given meat product to comply with enterprise product specifications
3. Check beef product compliance with written specifications	3.1 Check beef product compliance with written specifications and describe principles of Quality Assurance (QA) 3.2 Describe sections of the workplace QA system related to ensuring beef product complies with AUS-MEAT product description requirements 3.3 Define and describe non-conforming products in relation to workplace requirement 3.4 Identify and monitor Critical Control Points (CCPs) in accordance with workplace requirements
4. Assess product compliance	4.1 Assess product compliance with written specifications in accordance with workplace and AUS-MEAT product description requirements 4.2 Identify and explain product descriptions given in written specifications 4.3 Take corrective action in the event of non-conformance with

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Element	Performance criteria
	beef product specifications
5. Measure and check product compliance against written specifications	5.1 Check cutting lines and muscle content in accordance with written specifications 5.2 Identify non-conforming product that can be altered to comply with relevant specifications

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMPSR408A Specify beef product using AUS-MEAT language	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX415 Specify beef product using AUS-MEAT language

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must use AUS-MEAT language in defining beef specifications. Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- identify and apply standard beef primal cut names
- apply relevant communication and problem-solving skills
- identify and monitor Critical Control Points (CCPs) in accordance with workplace requirements
- identify and apply relevant workplace and regulatory requirements
- assess product compliance
- measure and check product compliance against written specifications
- identify and explain AUS-MEAT language specifications on beef product label
- identify non-conforming product in accordance with relevant specifications

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- anatomical features of a beef carcase
- beef primal cut names
- correct cutting lines products and the correct anatomical terms for describing them
- sections of the workplace QA system related to ensuring beef product compliance with AUS-MEAT product description requirements
- corrective action procedures for non-conforming products
- product specification points
- AUS-MEAT language specifications

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Assessment Conditions

Competency must be demonstrated over time and under normal enterprise or production conditions.

Assessment must consist of either:

- successful completion of standard AUS-MEAT assessment

or a minimum of:

- workplace demonstration
- quiz of underpinning knowledge
- workplace referee report of performance over time

Assessment must occur in the workplace under normal enterprise or production conditions.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX416 Specify sheep product using AUS-MEAT language

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to use AUS-MEAT language in defining sheep product 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.

This unit prepares the workers to work with sheep cuts, specifications and cutting lines.

Individuals will be directly involved in demonstration and explanation of:

- achieving maximum yields and returns
- basic anatomy
- cutting lines
- detecting and recording defects
- product description
- specifications and verification

All work should be carried out to comply with workplace and regulatory requirements.

This unit applies to individuals who take responsibility for their own work and for the quality of others' work within known parameters. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

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Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	**Performance criteria**
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify anatomical features of a sheep carcase	1.1 Describe directions on a carcase using anatomical direction format 1.2 Locate and identify bones relevant to meat specifications on a sheep skeleton 1.3 Identify major muscles relevant to meat specifications 1.4 Identify major glands and cartilage relevant to meat specifications
2. Identify and name meat products using standard product descriptions	2.1 Identify nature and format of product specifications 2.2 Use, and correctly spell, standardised cut descriptions to name meat products 2.3 Identify major muscles that make up each meat cut 2.4 Identify correct cutting lines for each product and describe them using correct anatomical terms 2.5 Identify necessary alterations for any given meat product to comply with enterprise product specifications
3. Check sheep products comply with written specifications	3.1 Check sheep products comply with written specifications and describe principles of Quality Assurance (QA) 3.2 Describe sections of the workplace QA system related to ensuring sheep products comply with AUS-MEAT product description requirements 3.2 Define and describe non-conforming products in relation to workplace requirements 3.4 Identify and monitor Critical Control Points (CCPs) in accordance with workplace requirements
4. Assess product compliance	4.1 Assess product compliance with written specifications in accordance with workplace and AUS-MEAT product description requirements 4.2 Identify and explain product description given in written specifications 4.3 Take corrective action in the event of non-conformance to

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Element	Performance criteria
	sheep product specifications
5. Measure and check product compliance against written specifications	5.1 Check cutting lines and muscle content in accordance with written specifications 5.2 Identify non-conforming products that can be altered to comply with relevant specifications

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMPSR409A Specify sheep product using AUS-MEAT language	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX416 Specify sheep product using AUS-MEAT language

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must use AUS-MEAT language to describe sheep product specifications. Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- Identify and apply standard sheepmeat primal cut names
- apply relevant communication and problem-solving skills
- Identify and monitor Critical Control Points (CCPs) in accordance with workplace requirements
- identify and apply relevant workplace and regulatory requirements
- assess product compliance
- measure and check product compliance against written specifications
- identify and explain AUS-MEAT language specifications on sheepmeat product label
- identify non-conforming product in accordance with relevant specifications

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- anatomical features of a sheep carcase
- sheepmeat primal cut names
- correct cutting lines for products and the correct anatomical terms for describing them
- sections of the workplace QA system related to ensuring sheep product compliance with AUS-MEAT product description requirements
- corrective action procedures for non-conforming product
- product specification points
- AUS-MEAT language specifications

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Assessment Conditions

Competency must be demonstrated over time and under normal enterprise or production conditions.

Assessment must consist of either:

- successful completion of standard AUS-MEAT assessment

or a minimum of:

- workplace demonstration
- quiz of underpinning knowledge
- workplace referee report of performance over time

Assessment must occur in the workplace under normal enterprise or production conditions.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX417 Specify pork product using AUS-MEAT language

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to use AUS-MEAT language in defining pork product 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.

This unit prepares the workers to work with pigmeat cuts, specifications and cutting lines.

Individuals will be directly involved in demonstration and explanation of:

- achieving maximum yields and returns
- basic anatomy
- cutting lines
- detecting and recording defects
- product description
- specifications and verification

All work in this unit should be carried out to comply with workplace and regulatory requirements.

This unit applies to individuals who take responsibility for their own work and for the quality of others' work within known parameters. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

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Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	**Performance criteria**
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify anatomical features of a pork carcase	1.1 Describe directions on a carcase using anatomical direction format 1.2 Locate and identify bones relevant to meat specifications in a pork skeleton 1.3 Identify major muscles relevant to meat specifications 1.4 Identify major glands and cartilage relevant to meat specifications
2. Identify and name meat products using the standard product description	2.1 Identify nature and format of product specifications 2.2 Use, and correctly spell, standardised cut descriptions for naming meat products 2.3 Identify the major muscles that make up each meat cut 2.4 Identify correct cutting lines for each product and use the correct anatomical terms to describe them 2.5 Identify necessary alterations for any given meat product to comply with the enterprise product specifications
3. Check pork products comply with written specifications	3.1 Check pork products comply with written specifications and describe principles of Quality Assurance (QA) 3.2 Describe sections of the workplace QA system related to ensuring pork products comply with AUS-MEAT product description 3.3 Define and describe non-conforming product in relation to workplace requirements 3.4 Identify and monitor Critical Control Points (CCPs) in accordance with workplace requirements
4. Assess product compliance	4.1 Assess product compliance with written specifications in accordance with workplace requirements and AUS-MEAT product descriptions 4.2 Identify and explain product description given in written specifications 4.3 Take corrective action in the event of non-conformance with

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Element	Performance criteria
	pork product specifications
5. Measure and check product compliance against written specifications	5.1 Check cutting lines and muscle content in accordance with written specifications 5.2 Identify non-conforming product that can be altered to comply with specifications

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMPSR410A Specify pork product using AUS-MEAT language	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX417 Specify pork product using AUS-MEAT language

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must use AUS-MEAT language to describe pork product specifications. Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- identify and apply standard pork primal cut names
- apply relevant communication and problem-solving skills
- Identify and monitor Critical Control Points (CCPs) in accordance with workplace requirements
- identify and apply relevant workplace and regulatory requirements
- assess product compliance
- measure and check product compliance against written specifications
- identify and explain AUS-MEAT language specifications on pork product label
- identify non-conforming product in accordance with relevant specifications

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- anatomical features of a pig carcase
- pork primal cut names
- correct cutting lines for each product and the correct anatomical terms for describing them
- sections of the workplace QA system related to ensuring pork product compliance to AUS-MEAT product description requirements
- corrective action procedures for non-conforming products
- product specification points
- AUS-MEAT language specifications

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Assessment Conditions

Competency must be demonstrated over time and under normal enterprise or production conditions.

Assessment must consist of either:

- successful completion of standard AUS-MEAT assessment

or a minimum of:

- workplace demonstration
- quiz of underpinning knowledge
- workplace referee report of performance over time

Assessment must occur in the workplace under normal enterprise or production conditions.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX418 Lead communication in the workplace

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes 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.

This unit is applicable to supervisors, technical experts or managers in the meat retail, smallgoods, meat processing and food service sectors producing meat and meat products for domestic and export markets.

All work in this unit should be carried out to comply with workplace and regulatory requirements.

This unit applies to individuals who take responsibility for their own work and for the quality of others' work within known parameters. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Engage in complex verbal communication	1.1 Facilitate and monitor group processes to support group objectives 1.2 Provide one-to-one interaction with team members to provide effective support 1.3 Explain work instructions to others 1.4 Negotiate work requirements and expectations with others 1.5 Use negotiation skills where appropriate 1.6 Use conflict resolution techniques where appropriate 1.7 Use problem-solving and decision making techniques where appropriate
2. Read complex text	2.1 Read, analyse and use written information to assist in overseeing workplace performance 2.2 Use technical information from written and electronic sources to examine and introduce new procedures and approaches for improving workplace performance
3. Prepare written information for a range of audiences and applications	3.1 Consolidate and summarise routine and specialist reports to convey key points 3.2 Write procedures and instructions related to existing and new functions and tasks for others to follow and implement

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMPSR411A Lead communication in the workplace	E

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Assessment Requirements for AMPX418 Lead communication in the workplace

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must lead communication in the workplace. Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must demonstrate competency while exercising suitable levels of authority in the workplace.

The candidate must:

- analyse written information from a variety of sources to assist in decision-making processes
- locate and extract relevant information from technical documentation
- convey information, which may be complex or technical or involve a change, to people who may not have a technical background
- explain and demonstrate communication styles relevant to conveying information to employees from a range of social, cultural and ethnic backgrounds
- convey workplace information, including work instructions, in a way that facilitates learning by others
- use relevant techniques to check that information has been understood
- use facilitation skills to ensure participation from all group members
- demonstrate conflict-resolution techniques
- demonstrate participative problem-solving techniques to resolve workplace problems
- resolve or progress issues in complex or hostile environments
- select and organise relevant routine information to:
  - clarify or explain issues or problems
  - offer suggestions for improvement
  - provide opinions
- identify and observe workplace health and safety requirements
- identify and observe regulatory and workplace requirements

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- prepare reports in a range of formats and language styles in accordance with audience needs
- utilise available information and communications technology to facilitate communication

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- the purpose of feedback and forms of feedback suitable for the workplace
- the purpose of reports and other documentation used in the work area
- roles and expectations of customers, suppliers and participants in the work process

Assessment Conditions

Assessment must include demonstration of competency in the workplace under normal working conditions.

A minimum of three different forms of assessment must be used.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX419 Participate in product recall

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to initiate and participate in a product recall.

This unit is applicable to plant managers, Quality Assurance (QA) personnel, managers and marketing personnel who have a role in implementing a product recall.

All work should be carried out to comply with workplace and regulatory requirements.

This unit applies to individuals who take responsibility for their own work and for the quality of others' work within known parameters. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

This unit must be delivered and assessed in the context if Australian meat industry standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Participate in decision about disposition	1.1 Participate in making the decision about whether to recall a product, in accordance with according to regulatory, workplace and product specifications
2. Simulate a product recall	2.1 Identify criteria for a product recall in accordance with product specifications and workplace requirements 2.2 Identify and trace product to be recalled according to product specifications and workplace requirements 2.3 Identify individuals or groups involved in a product recall and describe their roles 2.4 Identify and describe steps in recall 2.5 Review product development in consultation with relevant personnel 2.6 Review manufacturing methods and quality control methods to prevent problems re-occurring

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMPSR412A Participate in product recall	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX419 Participate in product recall

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must participate in a real or simulated product recall.

The candidate must:

- identify and implement the procedures for a product recall
- use communications technology including computers and telephones to facilitate product recall
- complete records of simulated product recall exercise and review to improve recall procedures
- identify and apply relevant workplace health and safety and regulatory requirements
- identify records of product identification and traceability and use them for trace forward
- use relevant communication skills

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- steps involved in implementing a product recall
- reasons and procedures for initiating a product recall

Assessment Conditions

Competency must be demonstrated utilising a documented product recall procedure and realistic data. Assessment can be based on participation in a comprehensive simulation.

A minimum of three different forms of assessment must be used.

Assessors must satisfy current standards for RTOs.

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Links

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AMPX420 Participate in the ongoing development and implementation of a HACCP and Quality Assurance system

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to develop and manage a Hazard and Critical Control Point (HACCP)-based Quality Assurance (QA) program.

This unit is applicable to QA personnel and supervisors who are responsible for developing or implementing a HACCP-based QA system in a meat establishment.

All work should be carried out to comply with workplace and regulatory requirements.

This unit applies to individuals who take responsibility for their own work and for the quality of others' work within known parameters. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

The unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Involve management and staff in developing the quality system	1.1 Involve relevant staff members and managers in clarifying purpose and scope of program 1.2 Clearly define enterprise needs and expectations 1.3 Incorporate other systems, including AUS-MEAT, workplace health and safety and meat inspection in accordance with workplace needs
2. Establish the scope of the system	2.1 Define the scope of the HACCP-based quality system to encompass food safety, quality, regulatory compliance, animal welfare and preventative maintenance 2.2 Set up the system to prevent and control food safety hazards and other hazards, including product quality and workplace health and safety hazards 2.3 Seek consensus from relevant workplace areas on coverage and scope of system
3. Conduct hazard analysis and assessment	3.1 Assess every step in the production process for potential food safety hazards 3.2 Establish Critical Control Points (CCPs) to identify methods for preventing and controlling significant hazards 3.3 Establish critical limits for each CCP 3.4 Assign measurable or recognisable standards for each CCP to define the critical limits 3.5 Technically and scientifically validate critical limits
4. Ensure all documents, work procedures and processes required for the system are developed, available and in use	4.1 Describe all products and processes covered by the HACCP-based quality system in a standardised format defining product characteristics relevant to food safety 4.2 Review work instructions and Standard Operating Procedures (SOPs) for accuracy, relevancy and sufficiency to prevent potential hazards 4.3 Implement documented procedures for monitoring CCPs 4.4 Implement documented procedures designed to ensure any CCPs which are out of control are brought back under control, and any affected products are suitably handled 4.5 Implement documented procedures to ensure the whole HACCP system is regularly audited and verified as working effectively 4.6 Ensure availability, currency and current usage of all documents

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Element	Performance criteria
	and records required for system
5. Audit, verify and validate the system	5.1 Routinely revise, verify and validate HACCP plan through reassessing hazards, CCPs, critical limits, testing methods, and all related HACCP system procedures, to ensure their ongoing relevancy to plant operations 5.2 Take corrective action and record follow up on audit findings 5.3 Review HACCP system to account for any process or product changes

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMPSR413A Participate in ongoing development and Implementation of a HACCP and Quality Assurance system	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX420 Participate in the ongoing development and implementation of a HACCP and Quality Assurance system

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must participate in the ongoing development and implementation of an HACCP and QA system. The candidate must demonstrate competency in the workplace while using an existing approved HACCP plan.

The candidate must:

- conduct monitoring of a CCP
- validate CCPs and critical limits
- record and analyse monitoring and verification data
- use relevant communication skills
- use communications technology including computers, as relevant to the task
- develop and implement changes in a HACCP-based QA system
- identify and apply relevant workplace health and safety, regulatory and workplace requirements

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- objectives of a HACCP-based QA system
- the process for validating critical limits and CCPs
- the role of pre-requisite programs and Good Manufacturing Processes (GMPs) in a HACCP-based program
- the process of auditing and verifying a HACCP-based QA system
- the steps involved in developing a HACCP-based QA system
- the steps involved in systematically introducing a HACCP-based QA system
- the documentation required to support a HACCP-based QA system

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Assessment Conditions

Assessment must involve working with actual realistic data and in the context of a HACCP plan that meets regulatory requirements.

A minimum of three different forms of assessment must be used.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX421 Establish sampling program

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to establish a sampling program in a meat processing plant.

This unit is applicable to Quality Assurance (QA) personnel and regulatory officers required to:

- establish a sampling plan for testing or monitoring meat and meat products
- prepare aseptic samples for testing
- report on testing results.

All work should be carried out to comply with workplace and regulatory requirements.

This unit applies to individuals who take responsibility for their own work and for the quality of others' work within known parameters. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Establish and implement a valid sampling plan	1.1 Recognise and use sampling tables from AS 1199.1-2003 and AS 1199.0-2003 1.2 Determine scope and purpose of sampling 1.3 Determine acceptable quality levels in accordance with relevant Australian Standards 1.4 Determine sampling plans 1.5 Conduct sampling according to workplace requirements 1.6 Record and monitor test results Interpret and report test results to relevant personnel

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMPSR414A Establish sampling program	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX421 Establish sampling program

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must establish a sampling program. Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- establish a sampling plan in accordance with relevant Australian Standards
- demonstrate aseptic sampling techniques for micro-samples or swabs
- apply an appropriate level of mathematical skills to undertake accurate sampling
- utilise available workplace technology to establish, record and monitor sampling program data
- work effectively as an individual and as part of a team
- identify and apply relevant workplace health and safety, regulatory and workplace requirements
- record sampling information accurately to meet workplace and regulatory requirements
- report test results to relevant personnel promptly
- use relevant communication skills

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- routine tests performed on meat or meat products in the plant
- preparation and analysis of specimens or samples
- requirements of relevant Australian Standards

Assessment Conditions

Competency must be demonstrated using the current Australian Standard and implementing an approved workplace procedure. Assessment must involve a demonstration of skills at a meat processing plant or related work situation.

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A minimum of three different forms of assessment must be used.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX422 Develop and implement work instructions and SOPs

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to develop and implement work instructions and Standard Operating Procedures (SOPs). It addresses the planning and consultation process for development, validation and implementation of SOPs.

Work instructions and SOPs will be presented in written form and may utilise photographs or illustrations to emphasise a particular characteristic or feature required in the performance of the task. Format is sequential and uses a Plain English approach.

Work Instructions and SOPs will usually be developed by Quality Assurance Officers, regulators or supervisors in the meat processing industry, and will frequently address regulatory or customer requirements.

This unit applies to individuals who take responsibility for their own work and for the quality of others' work within known parameters.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify and scope the requirements of the work instructions and SOPs	1.1 Develop or select format in accordance with enterprise requirements 1.2 Accurately identify individual tasks and responsibilities to be covered 1.3 Determine the sequence of tasks to ensure efficiency is achieved 1.4 Ensure the sequencing of information is consistent with current or desired performance 1.5 Identify regulatory and customer requirements
2. Write work instruction or SOP	2.1 Ensure work instruction or SOP identifies key roles and responsibilities 2.2 Prepare document using formatting and language consistent with enterprise procedures 2.3 Include corrective actions and/or critical control points in the documentation 2.4 Include relevant safe work practices and hygiene requirements 2.5 Include photographs or illustrations where appropriate 2.6 Implement document version control procedures
3. Validate work instruction or SOP	3.1 Test written document for consistency with identified requirements and check that it supports workplace performance 3.2 Trial written document with personnel to confirm clarity and use of appropriate language 3.3 Ensure written document addresses workplace health and safety, hygiene and regulatory requirements where appropriate 3.4 Amend written document, as necessary, based on feedback from validation activities 3.5 Examine images and diagrams for accuracy and conformance to workplace and regulatory requirements

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Element	Performance criteria
4. Implement work instruction or SOP	4.1 Obtain and record required approvals 4.2 Develop plan for implementation and communicate the details to appropriate personnel 4.3 Identify and address training requirements 4.4 Implement work instruction or SOP 4.5 Evaluate effectiveness of implementation 4.6 Ensure implementation records are stored appropriately

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMPSR415A Develop and implement work instructions and SOPs	E

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX422 Develop and implement work instructions and SOPs

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must develop or revise, and implement at least one work instruction or SOP.

The candidate must:

- perform tasks necessary to develop and validate work instructions or SOP
- implement the work instructions or SOPs
- assess implementation against the product specifications, workplace health and safety requirements, and ability to meet learning needs of relevant staff.
- collect, record and analyse data
- communicate with work teams and management
- communicate complex technical information to culturally diverse staff
- interpret product specifications, standards and production information
- use enterprise procedures to control document versions
- use computers to develop, control and store documentation
- develop plans
- prioritise tasks
- solve problems
- apply literacy skills to:
  - compile reports
  - use Plain English
  - interpret complex technical specifications or data
  - prepare detailed specifications, procedures and work instructions
  - read and interpret information
  - record and analyse data
  - report progress and technical information
- use numeracy skills to:
  - calculate time and other production data
  - estimate volume, mass and weight

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- gather and record data
- prepare technical reports

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- enterprise Standard Operating Procedures (SOPs)
- product specifications, quality objectives and production parameters
- sources of information relating to equipment and personnel capability
- special language requirements of the workplace
- the nature and sequence of the tasks being documented, time required to perform the task and the relevant product specifications
- the processes for validating documents
- workplace health and safety requirements
- document version control
- workplace chain of communication
- implementation processes
- record keeping requirements.
- communication techniques appropriate for culturally diverse workforce
- Hazard Analysis Critical Control Point (HACCP) and food safety plan
- legal and regulatory requirements impacting the Australian meat processing industry
- methods available to regulate production flows and temperature control
- product and process specifications
- organisational communication systems
- production systems, including corrective actions and control points
- validation techniques

Assessment Conditions

Assessment must be conducted in the workplace.

A minimum of three different assessment tasks must be used.

As a minimum, assessment must consist of:

- project writing, rewriting, or modifying existing work instructions or SOPs (work or scenario based), completing a validation process and developing an implementation plan
- workplace referee's report.

Assessors must satisfy current standards for RTOs.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX423 Supervise new recruits

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes 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 appropriate learning environments, and providing mentoring and feedback to support the retention and development of new recruits.

This unit is applicable to individuals who are responsible for supervising, developing and managing new recruits. Typically this unit would be applicable to first line managers, including supervisors and may also apply to team leaders.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Communicate work requirements and expectations	1.1 Identify information requirements for new recruits 1.2 Communicate enterprise policies, performance requirements and responsibilities to new recruits 1.3 Make information available to new recruits in appropriate and accessible formats

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Element	Performance criteria
	1.4 Adjust communication methods to account for the purpose and the audience, factoring in social and cultural diversity 1.5 Model appropriate work behaviours and procedures in personal conduct 1.6 Identify, facilitate and resolve (within level of responsibility) individual and team issues in relation to developing and managing new recruits
2. Provide an appropriate learning environment for new recruits	2.1 Establish learning and development plans for new recruits and monitor progress in conjunction with human resources personnel 2.2 Estimate and secure resources required to support informal and formal learning and training 2.3 Monitor implementation of workplace policies to ensure the workplace and learning environment conforms with industrial, customer and legal requirements 2.4 Arrange opportunities for new recruits to develop and apply skills and knowledge 2.5 Establish patterns of work organisation and job rotation to reinforce learning
3. Provide regular and timely feedback on performance	3.1 Monitor progress and performance of new recruits 3.2 Identify signs of poor or unacceptable practices 3.3 Investigate reasons for poor or unacceptable performance 3.4 Provide structured feedback to new recruits 3.5 Identify and agree strategies for addressing the performance gap with the new recruit 3.6 Confirm progress or take appropriate follow up action through ongoing monitoring

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMP407B Supervise new recruits	E

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX423 Supervise new recruits

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must supervise new recruits. Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- establish effective relationships with new recruits in the nominated work area
- apply appropriate communication skills to manage conflict and facilitate resolution of issues, 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
- foster effective teamwork by recognising and utilising individual strengths
- ensure that appropriate behaviours and procedures are consistently observed by all personnel in the work area
- ensure that new recruits have adequate opportunity to learn, apply and practice new skills and knowledge
- ensure availability of relevant and appropriate information describing behaviour and performance expectations for new recruits; this includes information on policies and procedures, corporate values, and production targets or work outcomes
- identify and apply relevant workplace health and safety, regulatory and workplace requirements
- identify legal requirements and personal and company responsibilities in relation to managing new recruits
- identify and conform with enterprise and employee obligations under industrial arrangements and training agreements in relation 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

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- plan and undertake structured feedback or appraisal of new recruits
- provide regular feedback to new recruits to foster confidence and appropriate workplace behaviours

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- workplace feedback and performance management systems and responsibilities in the workplace, including personal level of authority in relation to performance counselling and disciplinary procedures
- applicable legislation and Fair Work Australia requirements
- conflict management techniques
- workplace policies and procedures

Assessment Conditions

Competency must be demonstrated in the workplace whilst working with new recruits over time and under typical operating and production conditions for the enterprise.

A minimum of three different forms of assessment must be used.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX424 Raise and validate requests for export permits and Meat Transfer Certificates

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to raise and validate Requests For (export) Permits (RFPs) and Meat Transfer Certificates (MTCs).

This unit applies to enterprise personnel who have responsibility for preparing this documentation. These individuals require a knowledge and understanding of the entire process of training and validating RFPs etc. The importance of having a robust system in the enterprise's Approved Arrangement which fulfils the requirement for full traceability and accuracy of the information required for the generation of the RFPs and MTCs is also critical to this unit.

All work in this unit should be carried out to comply with workplace and regulatory requirements.

This unit applies to individuals who take responsibility for their own work and for the quality of others' work within known parameters. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Explain the nature and purpose of export documentation	1.1 Identify nature, purpose, and process for preparing an RFP 1.2 Identify nature, purpose, and process for preparing an MTC 1.3 Explain nature and purpose of export permits 1.4 Identify the nature, purpose, and process for preparation of a health certificate (or meat export certificate) 1.5 Explain the nature and purpose of the EXDOC system 1.6 Explain the relationships between various forms of export documentation 1.7 Identify electronic systems used to collect and process data
2. Identify evidence of traceability from live animals to the point of raising the health certificate	2.1 Identify and explain information contained on a National Vendor Declaration (NVD) 2.2 Identify and explain information collected through the National Livestock identification System (NLIS) and its relationship with the NVD 2.3 Identify and explain segregation and identification processes on the slaughter floor, offal room and in the boning room 2.4 Identify and explain segregation and identification processes in the chiller, packing room and load out 2.5 Explain enterprise processes for tracing back from carton to farms of origin
3. Identify roles of enterprise personnel in raising and validating export documentation	3.1 Explain management responsibility as identified in Approved Arrangement 3.2 Identify and explain responsibilities of individuals who prepare and input into traceability documentation across the enterprise 3.3 Identify enterprise personnel with responsibility for validating information collected across the entire process 3.4 Identify enterprise personnel with responsibility for verifying information contained in electronic labelling systems 3.5 Identify enterprise personnel with responsibility for correcting identified errors
4. Gather information to raise export documentation	4.1 Identify and explain specific customer requirements related to the Health Certificate and explain how these are addressed in the traceability system 4.2 Explain enterprise process for the preparation of export

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Element	Performance criteria
	documentation 4.3 Prepare required documentation in accordance with regulatory and enterprise requirements
5. Verify and validate prepared documentation	5.1 Distinguish between enterprise and regulator roles in verification and validation 5.2 Check prepared documentation 5.3 Implement processes for correcting errors, where necessary 5.4 Validate prepared information, where appropriate 5.5 Maintain ability to use the required Information Technology systems 5.6 Maintain enterprise records as required
6. Comply with regulatory, customer and workplace requirements	6.1 Consistently complete and check workplace documentation to required standards 6.2 Maintain currency with customer and regulatory requirements 6.3 Identify and implement ongoing training requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

New unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX424 Raise and validate requests for export permits and Meat Transfer Certificates

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must raise and validate requests for (export) permits and Meat Transfer Certificates. Demonstration of consistency of performance over time is essential in this unit.

Candidates must:

- prepare export documentation accurately and consistently
- verify traceability from loadout back to producer(s)
- verify the accuracy of prepared documentation
- identify and correct errors in accordance with regulatory and enterprise requirements
- identify processes and information required to address specific customer requirements
- validate prepared documentation
- maintain required records
- use electronic systems associated with preparing export documentation
- identify required system improvements and work with relevant enterprise personnel to facilitate implementation
- follow workplace health and safety, biosecurity and equal employment requirements

Knowledge Evidence

Candidates must demonstrate a broad factual, technical and theoretical knowledge of:

- customer, regulatory and enterprise requirements related to preparing and validating export documentation
- enterprise responsibilities related to the preparation of export documentation under the Approved Arrangement
- roles and responsibilities of regulatory personnel
- enterprise traceability systems
- verification and validation processes and responsibilities
- the registration process for an RFP validator
- roles and responsibilities of an RFP validator

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- the consequences associated with inaccurate or incomplete export documentation
- the process associated with an RFP amendment request
- as appropriate, methods to identify and resolve issues related to timeline faults; trade description problems; cut codes; label printing and placement errors; electronic system failure; raising claims; incorrect dates; incorrect container numbers; wrong seal numbers

Assessment Conditions

Assessment must be conducted in a meat export establishment.

As a minimum, assessment must consist of the following three forms of assessment:

- workplace referee report
- knowledge test
- five test validations

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX425 Conduct a document review

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to undertake a document review of a company's Approved Arrangement or Quality system for compliance with regulatory and commercial requirements.

Document reviews of an Approved Arrangement or Quality System may be carried out by a Quality Assurance Officer/team or a regulatory authority. They may also be carried out by third party providers.

Candidates must demonstrate industry recognised technical expertise in the area being audited.

This unit is applicable to individuals who are responsible for supervising, developing and managing new recruits. Typically this unit would be applicable to first line managers, including supervisors and may also apply to team leaders.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

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Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Plan the document review	1.1 Determine the objective(s), scope and criteria of the document review 1.2 Identify relevant and current regulatory and commercial requirements 1.3 Define audit client and reporting processes 1.4 Select an audit team with appropriate technical expertise against the scope
2. Develop document review checklist	2.1 Develop checklist against criteria 2.2 Ensure the checklist covers all applicable regulations and/or commercial requirements as defined by the scope
3. Conduct document review	3.1 Identify and retrieve required enterprise documents for review 3.2 Review documents against the prepared checklist and determine compliance with each element on the checklist 3.3 Identify and raise non-conformances against nominated criteria
4. Report on outcomes of document review	4.1 Collate and report on findings according to workplace requirements 4.2 Consult with relevant personnel and raise corrective actions where required according to workplace requirements 4.3 Close out audit
5. Confirm and close out corrective actions	5.1 Evaluate and report the effectiveness of the corrective action after an agreed time interval 5.2 Close out Corrective Actions according to workplace requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

New unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX425 Conduct a document review

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidates must conduct a document review.

The candidate must:

- complete at least one document review of a section of the Approved Arrangement or Quality System within area of technical expertise
- establish the authenticity of the documents being audited
- identify and assemble documents for a minimum of one audit of an Approved Arrangement or Quality System
- develop and validate a checklist for the audit
- verify compliance with regulatory systems and/or commercial requirements
- explain the process of audit and the reasons for the findings made
- be able to reference the specific requirement that has not been met when a non-conformity is issued
- plan and organise audit activities to conduct the audit effectively
- use information systems, technologies and software, where applicable, to manage security, authorisation and distribution of audit data and records
- interpret evidence and make a judgment on the level of compliance
- prepare well-balanced, factual and objective written audit reports
- use communication methods relevant to different groups and audience

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- the specified regulatory and commercial requirements and their impact on the nominated enterprise
- audit management to develop an audit plan and audit processes
- legislation, regulations, orders, codes and standards applicable to the areas being audited
- the structure, authority levels and lines of reporting within the organisation

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Assessment Conditions

Assessment may take place using a sample Approved Arrangement or Quality Assurance system; however, all evidence collected must meet minimum regulatory and commercial requirements.

All evidence must be collected in the context of current Australian standards and regulations, as well as commercial standards which relate to the enterprise.

The assessor and/or assessment team must demonstrate a current working knowledge of the nature, structure and purpose of Approved Arrangements or Quality Assurance system and the regulatory and commercial requirements impacting the nominated enterprise.

The following three forms of assessment must be used:

- Written test or quiz
- Workplace Project
- Workplace referees report

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX426 Undertake chiller assessment to AUS-MEAT requirements

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to manage product in chillers, in terms of product quality and specifications, in accordance with AUS-MEAT requirements.

AUS-MEAT chiller assessment provides a means of describing saleable meat characteristics including meat colour, fat colour, marbling, eye muscle area, subcutaneous and total rib fat measurements and maturity.

This unit is applicable to supervisors and Quality Assurance (QA) staff who wish to become AUS-MEAT accredited chiller assessors.

All work in this unit should be carried out to comply with workplace and regulatory requirements.

This unit applies to individuals who take responsibility for their own work and the work of others within known parameters.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

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Pre-requisite Unit

Nil.

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Conduct AUS-MEAT chiller Assessment	1.1 Monitor product daily to ensure compliance with AUS-MEAT Chiller Assessment pre-conditions 1.2 Assess beef carcases for marbling, meat and fat colour scores in accordance with the AUS-MEAT chiller assessment standards 1.3 Assess beef carcases for eye muscle area, subcutaneous and total rib fat and carcase maturity 1.4 Correctly allocate the Grain Fed (GF) and Grain Feed Young Beef (GFYG) symbols to beef carcases 1.5 Manage chiller assessment equipment
2. Monitor chiller temperature	2.1 Monitor temperature of product daily to meet AUS-MEAT Chiller Assessment requirements and product specifications, workplace procedures and regulatory requirements 2.2 Maintain temperature of chiller to ensure product quality and to meet product specifications 2.3 Correct changes to temperature to maintain product quality and specifications
3. Monitor product handling and identification	3.1 Identify and label products in accordance with product specification, customer and workplace requirements 3.2 Identify and maintain AUS-MEAT requirements for carcase feedback

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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AMPX426 Undertake chiller assessment to AUS-MEAT requirements Release 2	AMPX426 Undertake chiller assessment to AUS-MEAT requirements Release 1	Minor typographical errors corrected	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX426 Undertake chiller assessment to AUS-MEAT requirements

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 3.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Performance Evidence

The candidate must undertake chiller assessment in relation to AUS-MEAT requirements.

Competency must be demonstrated by assessing beef carcases using the AUS-MEAT Chiller Assessment Standards. Candidates will be assessed for their accuracy in meeting the chiller assessment requirements by applying the correct techniques and measurement to the allocated carcases. Candidates will conduct runs on a significant number of carcases to achieve the outcomes required.

The candidate must:

- apply mathematical concepts to monitoring procedures (including temperature checks and adjustments)
- apply relevant communication skills
- identify AUS-MEAT Chiller Assessment pre-conditions
- assess carcases in accordance with AUS-MEAT requirements
- complete documentation, including accurate feedback outcomes
- use available technology to record, gather and interpret product-monitoring data
- correlate to the AUS-MEAT Chiller Assessment requirements using the Onsite Correlation and Practice Program (OSCAP).

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- AUS-MEAT Chiller Assessment requirements
- product quality monitoring processes
- Importance of AUS-MEAT Chiller Assessment

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- procedure for determining non-conformance.

Assessment Conditions

Assessment must be conducted in an operating meat processing plant.

Candidates will be required to complete the required correlations using the OSCAP program. This will be conducted in their own workplace.

Candidates must successfully complete the AUS-MEAT Chiller Assessment Course requirements.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AHCMOM217 Operate quad bikes

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to safely operate quad bikes including undertaking pre-start checks and shut down procedures.

The unit applies to individuals who operate quad bikes to undertake routine work under general supervision with limited autonomy and accountability.

Vehicle must be operated according to relevant state/territory licensing authority vehicle licence requirements and regulations.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Machinery operation and maintenance (MOM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare a quad bike for operation	1.1 Confirm with supervisor activity to be undertaken and that the vehicle is fit for purpose 1.2 Identify potential hazards and risks and implement safe working practices to manage risks 1.3 Select and maintain personal protective equipment according to

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	workplace safety requirements 1.4 Use, wear and correctly fit personal protective equipment including quad bike helmet that is fit for purpose 1.5 Conduct routine pre-operational checks on quad bike according to operation and maintenance manual and report faults or malfunctions to supervisor 1.6 Identify and confirm no go areas with supervisor according to workplace safety plan 1.7 Identify quad bike applications, loads and fixed attachments according to operation and maintenance manual
2. Operate a quad bike	2.1 Start up, steer, manoeuvre, position and stop quad bike in a controlled manner 2.2 Identify environmental and any biosecurity implications associated with quad bike operation and minimise impact 2.3 Identify situations where quad bike active riding techniques are required 2.4 Apply quad bike active riding techniques to pre-position the operators body to assist bike stability 2.5 Identify and avoid riding surfaces, terrains and slopes that are dangerous to safe operation 2.6 Operate and manoeuvre over a variety of surfaces, slopes and terrain safely 2.7 Modify quad bike operation according to local weather conditions
3. Complete quad bike operation	3.1 Shut down quad bike 3.2 Park up and secure quad bike in line with workplace practices 3.3 Identify and report malfunctions, faults, irregular performance or damage to supervisor 3.4 Remove and store keys in the required location 3.5 Unload, load and secure quad bike safely

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret textual information from a range of sources to identify relevant and key information about workplace operations
Oral communication	• Use clear language to report malfunctions, faults and irregular performance or damage • Participate in verbal exchanges to respond to questions and clarify information
Numeracy	• Calculate quantities of vehicle fluids including oil and fuel • Calculate load volumes and weights • Identify correct tyre pressure
Navigate the world of work	• Recognise and follow workplace requirements, including safety requirements, associated with own role and area of responsibility

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Personal protective equipment must include:	• a suitable quad bike helmet • enclosed toe shoes.
Pre-operational checks must include:	• vehicle damage and serviceability • fuel • brake effectiveness • throttle smooth operation and self-closing return • tyres including pressure and condition • vehicle controls.
Quad bike active riding techniques must include:	• pre-positioning, correct timing and appropriate adjustment of operator body weight when going uphill including body weight forward • pre-positioning, correct timing and appropriate adjustment of operator body weight when going downhill including body weight rearward • positioning of operator body weight centrally when cornering at

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	very slow speeds, and transition to positioning of operator body weight to the inside of the turn when cornering at higher speeds • positioning of operator body weight centrally when cornering at very slow speeds, and transition to positioning of operator body weight to the uphill side when riding across slopes • standing up to improve situational awareness and ability to exercise active riding technique, when operating in restricted visibility situations, rough terrains, crossing obstacles and avoiding hazards.
Unload, load and secure quad bike must include at least one of the following:	• trailer • transportation device • on-site vehicle storage.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCMOM217 Operate quad bikes	AHCMOM212 Operate quad bikes	Significant changes to performance criteria, foundation skills and range of conditions	No equivalent unit

Links

Companion Volumes, including Implementation Guides are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCMOM217 Operate quad bikes

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has safely operated a quad bike on at least two different riding surface conditions and on an even, uneven and sloping terrain and has:

- identified hazards and risks associated with quad bike areas of operation
- identified and avoided riding surfaces, terrains and slopes that are dangerous to safe operation of quad bikes
- identified and confirmed quad bike no go areas
- selected, fitted and used quad bike helmet and other personal protective equipment that was fit for purpose
- maintained personal protective equipment in suitable condition for use
- unloaded the quad bike safely and checked it is safe to use
- operated and manoeuvred quad bikes in different riding surface and terrain conditions including uneven and sloping terrain
- started, steered, manoeuvred, positioned and stopped a quad bike in a controlled manner
- applied quad bike active riding techniques to preposition operator body weight to assist bike stability
- parked the quad bike safely and checked for any damage, malfunctions and faults
- loaded and secured the quad bike safely
- minimised environmental impacts associated with quad bike operation
- followed industry and workplace biosecurity procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- hazards and risks associated with quad bike areas of operation including quad bike no go areas
- components, controls and features of quad bikes and their functions
- quad bike functional applications, including appropriate selection of machine for task

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- workplace safety plan for operating and maintaining quad bikes
- quad bike operator's manual
- operating principles and operating methods of quad bikes
- circumstances when quad bike active riding techniques should be applied
- quad bike active riding techniques, including both when and when not to apply quad bike active riding techniques
- effects of different riding surfaces and terrain conditions on the operation of quad bikes
- load limits and attachments specific to quad bike capabilities and the effects to dynamic stability of the quad bike, including:
  - weight distribution
  - load security
  - liquid or shifting loads
  - effect of load when operating on uneven or steep terrain
- loading and unloading safely from a trailer, transportation device and site storage, including use of:
  - tie down devices
  - vehicle ramps
  - loading surfaces and angle
- variations in state/territory regulations and legislation that may apply in regard to quad bike use
- environmental impacts associated with operating quad bikes and consequences of substandard environmental and biosecurity practices
- industry and workplace biosecurity procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
  - no passengers on single seat quad bikes
  - no riders under 16 years of age on adult sized quad bikes
  - no towing
  - helmets must be worn whilst operating quad bikes
  - individual must not be under the influence of alcohol or drugs
  - individual must not be taking any medication (prescribed or otherwise) that may impair judgement
- resources, equipment and materials:
  - quad bike
  - vehicle fuel
  - a suitable quad bike helmet
  - enclosed toe shoes

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- specifications:
  - quad bike operation and maintenance manual
  - industry and workplace biosecurity procedures applicable to quad bike operation
- timeframes:
  - according to the job requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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BSBAUD514 Interpret compliance requirements

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the 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 or work area.

The unit applies to individuals who use their knowledge of compliance and skills in identifying compliance requirements to plan, carry out and evaluate their own work and/or the work of a team.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Unit Sector

Technical Skills – Audit and Compliance

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Clarify the scope of operations	1.1 Analyse organisational operations and identify the functions, products and services that may be subject to compliance requirements 1.2 Develop and document plan for determining relevant compliance requirements 1.3 Obtain approval of plans from relevant stakeholders
2. Identify compliance requirements	2.1 Research information on compliance requirements relevant to the organisation 2.2 Analyse and document information from search according to organisational requirements

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ELEMENT	PERFORMANCE CRITERIA
	2.3 Organise and store collected information on relevant compliance requirements according to organisation policies and procedures
3. Interpret and prioritise compliance requirements	3.1 Discuss and clarify with relevant stakeholders ambiguities and issues experienced in interpreting identified compliance information 3.2 Prioritise compliance requirements according to organisational requirements
4. Document compliance requirements	4.1 Organise and document outcomes of the identification and interpretation activities 4.2 Prepare and distribute reports of compliance requirements and assessment of implications to relevant stakeholders

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Identifies, interprets, analyses and reviews complex texts from various sources to determine compliance requirements
Writing	• Collates and compiles results of research and analysis using technical language and organisational formats • Develops materials to convey information, requirements and recommendations using language and structure appropriate to the audience
Oral Communication	• Uses appropriate techniques, including active listening and questioning, to seek approvals and to confirm understanding
Self-management	• Takes responsibility for following policies, procedures and legislative requirements
Technology	• Uses digital tools and systems to locate, organise and share information in effective ways

Unit Mapping Information

Supersedes and is equivalent to BSBCOM501 Identify and interpret compliance requirements.

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Supersedes but is not equivalent to BSBCOM601 Research compliance requirements and issues.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBAUD514 Interpret compliance requirements

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- analyse operations of an organisation or work area, identify areas subject to compliance requirements and report findings, on at least three occasions.

In the course of the above, the candidate must:

- interpret and analyse information from standards, legislation, regulations, industry and organisational codes of practice and determine their relevance to compliance in the organisation
- document and store the outcomes of identification and interpretation activities related to the organisation's compliance requirements
- report on adherence to key compliance requirements and the implications of these for the organisation or work area.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- standards, legislation, and codes relevant to compliance requirements
- key sources of information relevant to organisational compliance requirements
- compliance requirements relevant to the operations of organisation or work area.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- standards, legislation, codes relevant to compliance requirements

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- resources for conducting digital searches.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBCOM601 Research compliance requirements and issues

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to explore and investigate various aspects and issues associated with compliance requirements and a related compliance program/management system.

It applies to individuals in regulatory authorities or large organisations with 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.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Unit Sector

Regulation, Licensing and Risk – Compliance

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Clarify the purpose and scope of the research	1.1 Confirm and clarify the purpose and scope of the required compliance related research in collaboration with the client/s and relevant internal and/or external personnel 1.2 Document the purpose and scope of the required research in accordance with organisational and/or client requirements

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ELEMENT	PERFORMANCE CRITERIA
2 Develop the research plan	2.1 Develop a suitable research methodology to enable sufficiently valid and reliable outcomes for the required research 2.2 Prepare the research plan 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 research data using appropriate research techniques and sources in accordance with the agreed research plan 3.2 Gather and interpret from appropriate sources, information on relevant Australian and international standards 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
6 Document and disseminate research outcomes	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 6.2 Edit the report based on the feedback obtained 6.3 Proofread the report prior to publication 6.4 Ensure the outcomes, findings and recommendations in the report are signed off by authorised personnel 6.5 Produce and disseminate the report to nominated internal

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ELEMENT	PERFORMANCE CRITERIA
	and/or external personnel in accordance with agreed arrangements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2, 3.1, 3.2, 3.4, 3.5, 4.1, 5.2, 6.2, 6.3	• Comprehends and analyses texts to identify key requirements • Identifies, analyses, reviews and extracts relevant information from complex texts • Proofreads draft texts to identify changes required
Writing	1.2, 2.1-2.3, 3.2-3.4, 4.2, 5.2, 6.1-6.3	• Collates, summarises and compiles information from a range of sources • Develops reports for a specific audience using clear and detailed language to convey findings and recommendations • Edits and incorporates amendments to ensure compliance with regulatory or organisational requirements
Oral Communication	1.1, 2.3, 3.4, 4.2, 5.2	• Conveys information, in a format and style appropriate to a specific audience • Elicits the views and opinions of others by listening and questioning
Navigate the world of work	3.2	• Identifies organisational implications of legislative requirements and considers these when planning and implementing work
Interact with others	1.1, 2.3, 3.4, 4.2, 5.2	• Collaborates with others using effective interpersonal skills to facilitate shared understanding • Identifies and uses appropriate conventions and practices when communicating with internal and external personnel
Get the work done	1.2, 2.1, 2.2, 3.1-3.5, 4.1, 4,2, 5.1-5.3, 6.1-6.5	• Sequences and schedules complex activities, monitors implementation and manages required communication with others • Gathers and analyses data and feedback to improve outcomes • Utilises features and functions of digital tools to

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		complete complex tasks

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBCOM601 Research compliance requirements and issues	BSBCOM601B Research compliance requirements and issues	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCOM601 Research compliance requirements and issues

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- access and interpret information on relevant Australian and international standards
- collaborate with others to identify and document the purpose and scope of the compliance research
- plan the research requirements including:
  - selecting an appropriate research methodology
  - preparing a research plan
  - getting approval for the plan from appropriate people
- carry out the research according to the approved plan including:
  - collecting, organising, analysing and interpreting data
  - reviewing and discussing analysis and preliminary outcomes with relevant l personnel
- prepare and distribute report of the research outcomes according to organisational requirements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain compliance requirements relevant to the organisational research methods
- explain elements of relevant compliance program/management systems
- describe quantitative and qualitative data analysis techniques relevant to compliance related research
- list relevant Australian and international standards
- identify relevant organisational policies and procedures
- identify sources of information relevant to compliance related research.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the compliance field of work and include access to:

- organisational information and Australian and international standards related to compliance requirements
- relevant personnel
- computer resources and business equipment
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBCUS402 Address customer needs

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0 Version created to clarify assessment conditions
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to manage an ongoing relationship with a customer over a period of time. This includes helping customers articulate their needs and managing networks to ensure customer needs are addressed.

It applies to individuals who are expected to have detailed product knowledge in order to recommend customised solutions. In this role, individuals 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.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Stakeholder Relations – Customer Service

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Assist customer to articulate needs	1.1 Ensure customer needs are fully explored, understood and agreed 1.2 Explain and match available services and products to customer

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ELEMENT	PERFORMANCE CRITERIA
	needs 1.3 Identify and communicate rights and responsibilities of customers 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 effective regular communication 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 organisational procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.3, 2.2, 2.3, 2.4, 3.2, 3.3, 3.4, 3.5	• Interprets textual information obtained from a range of sources and determines how content may be applied to individuals and to organisational requirements
Writing	1.1, 3.1, 3.2, 3.3, 3.4, 3.5	• Prepares written reports, up-to-date procedures and other workplace documentation that communicate complex information clearly and effectively
Oral	1.1, 1.2, 1.3, 2.1,	• Clearly articulates customer's needs using language suitable to diverse audiences and employs listening

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Communication	2.2, 3.1, 3.2	and questioning techniques to confirm understanding
Navigate the world of work	3.5	• Recognises and applies organisational protocols and meets expectations associated with own work
Interact with others	1.1-1.3, 2.1, 2.2, 3.1, 3.2	• Selects and uses appropriate communication techniques to establish and maintain positive working relationships • Establishes connections and shares information with others who can contribute to effective work outcomes
Get the work done	2.3, 2.4, 3.3-3.5	• Develops and implements plans for routine and non-routine tasks recognising the importance of aligning goals and expectations to achieve outcomes • Recognises and takes responsibility for addressing predictable and non-predictable problems in own work context • Uses digital systems to organise and store information relevant to own work

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBCUS402 Address customer needs Release 2	BSBCUS402 Address customer needs Release 1	Updated to clarify assessment conditions	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCUS402 Address customer needs

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0 Version created to clarify assessment conditions
Release 1	This version first released with Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- communicate effectively with customers including
  - helping customers to articulate their needs and evaluate options
  - explaining products/services and how they match customer needs
  - establishing regular communication
  - explaining customer rights and responsibilities
- address customer's needs
- use organisational procedures to document customer satisfaction
- develop and maintain networks to support meeting customer needs
- identify potential difficulties in meeting customer needs and taking appropriate action.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain organisational procedures and standards for establishing and maintaining customer service relationships

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- describe informed consent
- explain consumer rights and responsibilities
- describe ways to establish effective regular communication with customers
- outline details of products or services including with reference to:
  - possible alternative products and services
  - variations within a limited product and service range.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the customer service field of work and include access to:

- office equipment and resources
- business technology
- organisational policies, procedures, quality systems, manuals and guidelines for customer management
- examples of products/services and promotional strategies
- case studies and, where possible, real situations
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBDES801 Research and apply design theory

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to research, in significant depth and breadth, and apply different theories of design.

It 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.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Design – Design Process

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Research design theory	1.1 Use a range of research techniques to source information about design theory 1.2 Identify and explore new, emerging and alternative sources of ideas and thinking on design 1.3 Expand own knowledge and understanding of design through review and critical analysis of information 1.4 Analyse, compare and contrast a range of theoretical perspectives and thinking on design

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ELEMENT	PERFORMANCE CRITERIA
2 Apply theories of design to professional practice	2.1 Evaluate the relevance and application of different theories of design based on analysis of own professional and personal experience 2.2 Analyse the ways different aspects of history, theory and other influences are applied, adapted or challenged in practice 2.3 Assess how theories and thinking about design may be applied to benefit individuals, businesses and communities
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 substantiated positions in response to research and analysis 3.3 Articulate own positions, demonstrating clarity of thought and conceptual understanding of different theories and thinking 3.4 Debate positions on design showing belief in own ideas and a willingness to remain open to new perspectives

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	1.3, 2.1	• Draws on a range of strategies to facilitate personal and professional learning
Reading	1.1, 1.2, 1.4, 2.2	• Identifies and interprets complex concepts and theories from a range of sources
Writing	3.3	• Organises information and uses structure, language and context to clearly explain own ideas and positions
Oral Communication	3.3, 3.4	• Actively engages in critical discourse using appropriate vocabulary, tone and pace • Uses active listening techniques to gain input and feedback
Get the work done	1.2, 1.4, 2.1, 2.2, 2.3, 3.1, 3.2	• Takes responsibility for planning and organising own tasks and workload, including how to link with the work of others • Systematically analyses information to aid in deciding

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		on own views and ideas • Keeps abreast of innovations and good practice beyond own context, using ideas to rethink current approaches

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBDES801 Research and apply design theory	BSBDES701A Research and apply design theory	Updated to meet Standards for Training Packages Code changed to meet updated AQF requirements 2013	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBDES801 Research and apply design theory

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- conduct research into past, current and emerging theories of design
- develop substantiated positions on design and its application in own professional practice.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- compare and contrast different theories of design, including different historical perspectives and current and emerging thinking
- explain relationship between theories of design and design in practice with reference to a particular work or broader social context
- summarise the relationships, similarities and differences at a conceptual and practical level between the concepts of design, innovation and creativity
- rationalise the systemic impacts on design – social, economic, political and environmental.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the design process field of work and include access to and use of current and emerging sources of information and thinking on design.

Assessors must satisfy NVR/AQTF assessor requirements.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBESB406 Establish operational strategies and procedures for new business ventures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to develop and implement operational strategies and procedures for new businesses.

The unit applies to those establishing a business providing self-employment, as well as those establishing a new venture as part of a larger organisation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Competence – Entrepreneurship and Small Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Review operational strategies and procedures for business or new business venture	1.1 Develop a detailed operational plan that sets out clear action points to fulfil on business goals and objectives 1.2 Identify work health and safety (WHS) and environmental issues and implement strategies to minimise risk factors 1.3 Review and evaluate, where appropriate, a quality assurance process for the business in line with industry standards, compliance requirements and cultural criteria 1.4 Develop operational key performance indicators (KPIs) that align to business plan 1.5 Align KPIs to business strategies, including utilisation of existing or new technologies, where practicable, to optimise

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ELEMENT	PERFORMANCE CRITERIA
	business performance
2. Implement developed operational strategies and procedures	2.1 Implement systems to evaluate business performance and customer satisfaction, including by setting KPIs or targets 2.2 Implement systems to control stock, expenditure or cost, wastage or shrinkage and risks to health and safety according to business plan, incorporating new digital technologies where applicable 2.3 Identify and manage staffing requirements, considering a range of permanent and flexible arrangements, and adhering to budgetary constraints 2.4 Provide products and/or services according to established legal, ethical cultural and technical standards 2.5 Provide products and/or services according to time, cost and quality specifications, and customer requirements, incorporating new digital technologies where applicable 2.6 Apply quality procedures to address product and/or service and customer requirements
3. Evaluate business performance	3.1 Use digital technologies to regularly evaluate and review achievement of operational targets to ensure optimum business performance, according to business goals and objectives 3.2 Review and document systems and structures to support business performance 3.3 Investigate and analyse operating problems to establish causes and implement changes as required, as part of business quality system 3.4 Update operational policies and procedures to incorporate corrective action
4. Review business operations	4.1 Review and adjust business operations to increase business success, according to business goals and objectives 4.2 Research and implement new and emerging digital technologies into business operations according to business goals and objectives and workplace procedures 4.3 Research new business opportunities and adjust business goals and objectives as new opportunities arise

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

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Skill	Description
Reading	• Evaluates complex text to determine legislative, regulatory and workplace documentation
Writing	• Prepares written reports and workplace documentation that communicate information clearly and effectively
Numeracy	• Interprets numerical information to manage performance information and regulate cash flow
Self-management	• Evaluates adherence to workplace policies and procedures and considers own role for its contribution to broader goals of work environment • Identifies implications of legal and regulatory responsibilities for own work, with specific reference to safety • Identifies concepts, principles and features of approaches in use in other contexts and applies them to own situation
Planning and organising	• Develops plans to manage relatively complex, non-routine tasks that may contribute to longer-term operational and strategic goals

Unit Mapping Information

Supersedes and is equivalent to BSBSMB420 Evaluate and develop small business operations.

Supersedes but is not equivalent to:

- BSBFRA401 Manage compliance with franchisee obligations and legislative requirements
- BSBFRA402 Establish a franchise
- BSBFRA403 Manage relationship with franchisor
- BSBFRA404 Manage a multiple-site franchise
- BSBFRA501 Establish a franchise operation
- BSBFRA502 Manage a franchise operation
- BSBFRA503 Manage establishment of new sites or regions
- BSBFRA504 Manage relationships with franchisees
- BSBFRA505 Manage closure of a franchise
- BSBIPR501 Manage intellectual property to protect and grow business
- BSBSMB423 Create a digital technology plan for small business.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBESB406 Establish operational strategies and procedures for new business ventures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop strategies and procedures to manage operations for at least one new business or new business venture, including:
  - an operational plan
  - risk management procedures
  - a quality assurance process
  - performance measures.

In the course of the above, the candidate must:

- use existing, new and emerging digital technologies to optimise business performance
- research and record business improvements.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislation, regulations, industry codes of practice and standards specific to small business described in performance evidence
- key features of methods for implementing operation and revenue control systems, including for controlling stock and expenditure
- methods for evaluating performance and implementing improvements, including:
  - identifying and meeting staffing requirements
  - analysing and correcting business problems
  - reviewing and adjusting the business plan
- work health and safety (WHS) responsibilities and procedures for managing hazards and assessing risks associated with business described in performance evidence
- principles of risk management, including risk assessment

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- quality assurance system principles and methods
- role of digital technologies and innovation in modern business
- key features of systems to manage staff, stock, expenditure, services and customer service
- key features of required technical or specialist skills relevant to business operations
- workplace procedures for implementing new and emerging digital technologies into business operations.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- business equipment and resources, including business technology
- legislation, regulations, codes of practice and standards relating to business described in performance evidence
- workplace documentation and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBFIN501 Manage budgets and financial plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to undertake financial management in an organisation or work area. It includes planning and implementing financial management approaches and supporting and evaluating effectiveness of financial management processes.

The unit applies to managers in a wide range of organisations and sectors who have responsibility for the effective use of financial resources within work teams. They are responsible for ensuring that financial resources are managed in line with the financial objectives of the team and organisation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Competence – Financial Literacy

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan financial management approaches	1.1 Access budget and financial plans for work team 1.2 Evaluate budget and financial plan outcomes with required organisational personnel 1.3 Negotiate any changes required to be made to budget and financial plans with required organisational personnel 1.4 Prepare contingency plans in the event that initial plans need to be varied
2. Implement and monitor financial	2.1 Communicate details of agreed budget and financial plans to relevant team members

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ELEMENT	PERFORMANCE CRITERIA
management plans	2.2 Support team members to access resources and systems to perform required roles 2.3 Implement processes to monitor actual expenditure, control costs and modify contingency plans as required according to financial objectives 2.4 Report on budget and expenditure according to organisational protocols
3. Review and evaluate financial management plans	3.1 Collect information on effectiveness of financial management processes within work team 3.2 Analyse variance between actual and budgeted finances 3.3 Identify and recommend improvements to existing financial management processes 3.4 Implement agreed improvements according to financial objectives of work team and organisation 3.5 Evaluate agreed improvements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Numeracy	• Uses a wide range of mathematical calculations to analyse numeric information in budgets or financial plans
Oral communication	• Presents information about financial issues and requirements to a range of audiences using structure and language to suit audience • Uses active listening and questioning to clarify information and to confirm understanding
Reading	• Interprets and analyses information to determine activities required
Writing	• Records information in correct forms and prepares materials which convey detailed and factual content according to internal procedures
Teamwork	• Uses a range of strategies to connect, collaborate and cooperate with other work colleagues in activities requiring collective effort and diverse skills and knowledge
Initiative and enterprise	• Applies organisational requirements in undertaking own work
Planning and organising	• Uses logical processes in planning, implementing and evaluating complex tasks and developing alternative strategies to achieve goals

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SKILL	DESCRIPTION
	and timelines
Technology	• Uses a range of digital technologies to access, filter, compile, integrate and logically present complex information from multiple sources

Unit Mapping Information

Supersedes and is equivalent to BSBFIM501 Manage budgets and financial plans.

Supersedes but is not equivalent to BSBGOV403 Analyse financial reports and budgets.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBFIN501 Manage budgets and financial plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- manage the budget and financial plan of an organisation for one reporting period.

In the course of the above, the candidate must:

- communicate with relevant people to clarify budget and financial plans, negotiate changes and disseminate information
- prepare, implement and modify financial contingency plans
- monitor expenditure and control costs
- support and monitor team members
- report on budget and expenditure
- review and make recommendations for improvements to financial processes
- meet record-keeping requirements for Australian Taxation Office (ATO) and for auditing purposes.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- basic accounting principles
- types of budgets and financial plans
- legislation and current ATO requirements, including the Goods and Services Tax (GST)
- key requirements for financial record keeping and auditing
- principles for managing work teams
- principles and techniques involved in managing:
  - budgeting
  - cash flows
  - electronic spreadsheets

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- Goods and Services Tax
- ledgers and financial statements
- profit and loss statements
- evaluation of budget and financial plans.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace policies and procedures
- workplace budgets and financial plans.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBFIN601 Manage organisational finances

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to undertake budgeting, financial forecasting and reporting. This unit also describes the skills and knowledge required to allocate and manage resources to achieve the required outputs for the business unit. It includes contributing to reviewing financial information, analysing financial risks, preparing a budget and reporting on financial activity.

The unit applies to individuals 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. It covers all areas of broad financial management. In a larger organisation this work would be supported by specialists in financial management.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Competence – Financial Literacy

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for financial management	1.1 Assess reasons for losses or profits identified from previous financial reports 1.2 Analyse critical dates and initiatives in business plan and cash flow trends 1.3 Review statutory requirements for compliance and liabilities for tax 1.4 Analyse existing software and its suitability for financial

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ELEMENT	PERFORMANCE CRITERIA
	management
2. Establish budgets and allocate funds	2.1 Develop budget from previous financial data according to compliance, organisational and statutory requirements 2.2 Circulate budgets and confirm managers and supervisors understand budgets, reporting requirements and financial delegations 2.3 Confirm there are no opportunities for misappropriation of funds 2.4 Review profit and loss statements, cash flows and ageing summaries and revise, where required 2.5 Identify discrepancies between agreed and actual allocations using audit trails
3. Report on finances	3.1 Identify organisational and statutory financial reporting requirements 3.2 Identify and prioritise significant issues in statements for review and decision making 3.3 Prepare financial recommendations 3.4 Evaluate effectiveness of financial management processes

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Numeracy	• Reviews and analyses numerical data embedded in organisational documentation and legislation • Compares and contrasts complex numerical data to analyse and evaluate financial position and processes • Uses appropriate formulae to analyse financial data to assess and manage risk and identify discrepancies
Oral communication	• Explains financial decisions and outcomes clearly and uses listening and questioning techniques to exchange information and obtain agreement
Reading	• Analyses and evaluates complex organisational information and legislative requirements to assist with financial decision making
Writing	• Develops and records information which incorporates a detailed analysis of factual and forecasted information • Prepares documents using format, content and layout appropriate to audience, purpose and regulatory requirements

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SKILL	DESCRIPTION
Teamwork	• Selects and uses appropriate conventions and protocols when communicating with supervisors and managers to share information or seek agreement
Initiative and enterprise	• Identifies and complies with legislative and organisational requirements in undertaking own work
Planning and organising	• Uses logical processes in planning, implementing and evaluating complex tasks to achieve stated goals • Uses formal analytical thinking techniques to identify issues, investigate underlying causes and generate possible solutions, seeking input from others as required
Technology	• Uses a range of digital technology to access, filter, compile, integrate and logically present complex information from multiple sources • Investigates new digital technologies and applications to manage and manipulate data

Unit Mapping Information

Supersedes and is equivalent to BSBFIM601 Manage finances.

Supersedes but is not equivalent to BSBGOV504 Monitor organisational finances.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBFIN601 Manage organisational finances

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- manage finances for at least one organisation or work area.

In the course of the above, the candidate must:

- review previous financial statements
- prepare, implement and revise a budget that:
  - aligns with business plan
  - is based on research and analysis of previous financial data and cash flow trends
  - meets compliance, statutory and organisational requirements
- contribute to financial bids and estimates
- communicate with other people, including:
  - reporting on financial activity and making recommendations
  - ensuring managers and supervisors understand key elements of relevant budgets
- analyse effectiveness of existing financial management approaches, including:
  - reviewing financial management software
  - managing risks of misappropriation of funds
  - ensuring systems are in place to record all transactions
  - maintaining audit trail
  - complying with due diligence.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- processes to establish and review profits and losses from financial statements
- requirements for financial probity
- principles of accounting and financial systems

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- key functions of financial management software
- key components of a financial budget
- Legislation and conventions relevant to financial management in organisation
- Australian Tax Office (ATO) requirements for Goods and Services Tax, Company Tax, Pay As You Go (PAYG).

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- financial data
- relevant legislation and Australian Tax Office requirements
- examples of business plans, profit and loss statements, cash flows and ageing summaries
- organisational financial policies and procedures
- financial management software.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBFLM312 Contribute to team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required 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.

It applies to individuals who play a prominent part in motivating, mentoring, coaching and developing team cohesion through team leadership and forming the link 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 complex or non-routine activities that require some discretion and judgement.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Management and Leadership – Frontline Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
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

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ELEMENT	PERFORMANCE CRITERIA
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, or refer 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

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Writing	2.3, 2.4, 4.2, 4.3	• Uses appropriate vocabulary, grammatical structures and conventions to communicate information, matching style to purpose and audience
Oral	1.1, 1.2, 2.1-2.4, 3.1,	• Presents ideas and seeks feedback from others using vocabulary and non-verbal features appropriate to the

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Communication	3.2, 4.1-4.3	audience • Participates in open discussions to elicit the views of others by asking questions and listening to responses
Navigate the world of work	1.1	• Ensures that team members are aware of their rights and responsibilities in the workplace, including workplace safety
Interact with others	1.1, 1.2, 2.1-2.4, 3.1, 3.2, 4.1-4.3	• Collaborates, supports and cooperates with others to achieve work outcomes, and encourages others to do the same • Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role • Recognises importance of own interpersonal skills in projecting a positive image to others in work context • Understands the need to modify own communication style to accommodate individual differences
Get the work done	1.1, 2.4, 4.1, 4.3	• Plans and implements tasks required to achieve required outcomes • Recognises and responds to problems related to role and seeks assistance when problems are beyond immediate responsibilities

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBFLM312 Contribute to team effectiveness	BSBFLM312C Contribute to team effectiveness	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBFLM312 Contribute to team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- discuss and clarify goals and responsibilities with a team of people
- apply management and communication skills with a range of people that:
  - provides direction and leadership
  - assists individuals to achieve goals
  - motivates and builds team cohesion
  - fosters contribution of and respect for ideas
- apply techniques for resolving problems within organisational and legislative requirements
- communicate effectively with management including escalating problems outside own area of responsibility
- manage communication of information to, and between, the team.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- list organisational goals, objectives and plans that relate to the team
- identify legislation, regulations, standards or codes of practice that may impact team performance and outcomes
- describe the organisational structure with reference to the organisational chart
- describe options for addressing performance issues in the organisation
- explain the principles and techniques of:
  - group dynamics and processes
  - motivation

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  - negotiation
- explain why considering individual behaviour and differences is important to a manager.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management field of work and include access to:

- relevant workplace documentation and resources
- relevant legislation
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBHRM405 Support the recruitment, selection and induction of staff

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to execute tasks associated with the recruitment cycle and apply in-depth knowledge of the work of the organisation, and how recruitment and selection practices fit with other human resources functions.

This unit applies to individuals who support recruitment, selection and induction functions under the direction of a human resource manager.

No licensing, legislative, or certification requirements apply to this unit at the time of publication.

Unit Sector

Workforce Development – Human Resource Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Plan for recruitment	1.1 Obtain approval to fill position, clarify time lines and requirement for appointment 1.2 Assist in preparing job descriptions that accurately reflect the role requirements, according to organisational policies and procedures, legislation, codes, national standards and work health and safety (WHS) considerations 1.3 Consult with relevant personnel about job descriptions and

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ELEMENT	PERFORMANCE CRITERIA
	workforce strategy 1.4 Assist in ensuring that job descriptions comply with legislative requirements and reflect the organisation's requirements for a diverse workforce 1.5 Obtain approvals to advertise position
2 Plan for selection	2.1 Choose appropriate channels and technology to advertise vacancies and/or identify potential talent pool 2.2 Advertise vacancies for staffing requirements according to organisational policies and procedures 2.3 Consult with relevant personnel to convene selection panel and develop interview questions 2.4 Assist in ensuring that interview questions comply with legislative requirements 2.5 Assist in short-listing applicants 2.6 Schedule interviews and advise relevant people of times, dates and venues
3 Support selection process	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 biases and 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 Secure preferred candidate's agreement 3.8 Complete necessary documentation according to organisational procedures, observing confidentiality and privacy requirements
4 Induct successful candidate	4.1 Provide successful candidate with employment contract and other documentation 4.2 Advise manager and work team of new appointment 4.3 Advise managers and staff of candidate's starting date and make necessary administrative arrangements for pay and employee record keeping 4.4 Arrange successful candidate's induction according to

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ELEMENT	PERFORMANCE CRITERIA
	organisational policy

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2, 1.4, 2.4, 2.5	• Synthesises ideas, concepts and specific information from workplace and regulatory texts to inform development of workplace documents • Evaluates information to make judgements
Writing	1.1, 1.2, 1.5, 2.2, 3.5, 3.6, 3.8, 4.2, 4.3	• Produces a range of text types using specific information, workplace conventions and templates
Oral communication	1.1, 1.3, 1.5, 2.3, 2.5, 3.1-3.5. 3.7	• Asks questions and listens carefully to gather, interpret or evaluate information • Uses appropriate vocabulary to present ideas or persuasive arguments
Navigate the world of work	1.2, 1.4, 2.4, 3.3, 3.8, 4.1, 4.4	• Applies workplace protocols, legislation or regulations relevant to own responsibilities
Interact with others	1.3, 2.3, 3.2, 3.3	• Selects and uses appropriate conventions and protocols when communicating with personnel, candidates or referees • Participates in conversations relevant to role responding, explaining, negotiating and persuading as required
Get the work done	2.1, 2.3, 2.6, 4.1, 4.3, 4.4	• Selects and uses digital technology to access, enter, store and retrieve information in accordance with security requirements • Takes responsibility for planning and implementing tasks for efficient and effective outcomes

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBHRM405 Support the recruitment, selection and induction of staff	BSBHRM405A Support the recruitment, selection and induction of staff	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBHRM405 Support the recruitment, selection and induction of staff

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- prepare job descriptions
- use job descriptions to support sourcing, selecting and appointing suitable staff
- use different advertising channels to promote vacancies and/or establish a potential talent pool
- consult with managers to gain approvals
- develop selection criteria and interview questions in consultation with relevant personnel
- schedule interviews and advise relevant people of times, dates and venues
- participate in interviews and other selection techniques including assessing candidates against selection criteria to short list them
- obtain referees' reports
- prepare and distribute a selection report including feedback to give unsuccessful candidates
- advise unsuccessful candidates of the results
- secure preferred candidate’s agreement and provide an employment contract
- advise other staff of the successful candidate and arrange induction.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify documentation required for recruitment, selection and induction
- explain human resources life cycle and the place of recruitment and selection
- identify legislation relevant to recruitment, selection and induction of staff
- describe channels and technology to advertise vacancies

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- explain a range of interviewing techniques and other selection processes and their application.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the workforce development – human resource development field of work and include access to:

- workplace policies and procedures
- business technology
- position descriptions
- legislation, regulations, Codes and Standards relevant to staff recruitment, selection and induction
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBINM302 Utilise a knowledge management system

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to access a knowledge management system, use monitoring and review processes to provide feedback and improve own work practices using the system.

This includes a 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.

It 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.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Knowledge Management – Information Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Access and use	1.1 Access knowledge management system to assist with specific

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ELEMENT	PERFORMANCE CRITERIA
knowledge management system	tasks, in line with system procedures 1.2 Administer system, in line with legislative, regulatory and organisational procedures
2 Input to knowledge management system	2.1 Gather, analyse and prepare inputs for contribution to 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 relevant personnel
3 Review and improve work practices	3.1 Provide feedback about clarity, accuracy, currency and relevance of system's output to relevant personnel 3.2 Document learning resulting from use of the system 3.3 Improve work practices as a result of learning from use of the system

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	3.2, 3.3	• Builds on knowledge and experience from the use and review of using the knowledge management system, and applies knowledge to improve work practices
Reading	1.1, 1.2, 2.1, 2.2, 2.4, 3.2	• Comprehends textual information, incorporating ideas and concepts from a range of sources, and checks for accuracy and relevance
Writing	1.2, 2.3, 2.4, 3.1, 3.2	• Documents information analysis and emphasises key outcomes using vocabulary and structure appropriate to audience
Oral Communication	2.4, 3.1	• Expresses own observations and opinions using clear and specific language to relevant personnel • Elicits views and information from others and obtains information by listening and questioning
Navigate the	1.1, 1.2, 2.1, 2.3, 3.3	• Understands rights and responsibilities, and complies with explicit procedures in the workplace

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world of work		
Interact with others	2.4, 3.1	• Identifies and takes steps to follow accepted communication practices and protocols when providing feedback
Get the work done	1.1, 1.2, 2.1, 2.4, 3.3	• Plans and implements routine tasks and workload making limited decisions on sequencing, timing and collaboration • Uses basic functions of digital technology tools to read, record, search and input required information • Uses analytical processes to review and evaluate the effectiveness of workplace systems and suggest improvements

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBINM302 Utilise a knowledge management system	BSBINM302A Utilise a knowledge management system	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBINM302 Utilise a knowledge management system

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- access, use and review a knowledge management system in accordance with organisational policies and procedures
- provide feedback to the organisation about improvements to the knowledge management system
- produce records of outcomes resulting from the use of the system.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify key provisions of relevant legislation, regulations, standards and codes of practice that may affect knowledge management
- describe organisational policies and procedures for knowledge management.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in knowledge management – information management field of work and include access to:

- office equipment and resources
- examples of information documents found in the workplace
- a knowledge management system (which can be a simulated system to satisfy privacy and confidentiality provisions).

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

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BSBINM401 Implement workplace information system

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to implement and review 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.

It applies to individuals whose 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.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Knowledge Management – Information Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
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

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ELEMENT	PERFORMANCE CRITERIA
	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

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 4.1, 4.2, 4.3, 4.4	• Critically analyses complex documentation from a variety of sources and consolidates information relating to specific criteria to determine requirements
Writing	1.2, 2.1, 2.3, 3.1, 3.3, 4.1, 4.2, 4.3, 4.4	• Develops material for a specific audience using clear and detailed language in order to convey explicit information, requirements and recommendations
Oral	1.1, 3.3, 4.1, 4.3, 4.4	• Uses active listening and questioning and reading of verbal and non-verbal signals to convey and clarify

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Communication		information and to confirm understanding
Numeracy	4.1-4.3	• Selects from and uses a variety of developing mathematical and problem solving strategies to ensure estimates of information reflect the business plan and staff requirements
Navigate the world of work	1.2	• Takes responsibility for following policies, procedures and legislative requirements and identifies organisational implications of new legislation or regulation
Interact with others	1.1, 3.3, 4.1, 4.3, 4.4	• Selects and uses appropriate conventions and protocols when communicating with clients and co-workers in a range of work contexts • Cooperates with others and contributes to work practices where joint outcomes are expected and deadlines are to be met
Get the work done	1.1, 1.2, 2.1, 2.3, 3.1, 3.2, 4.1, 4.2	• Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes • Contributes to continuous improvement of current work practices by applying basic principles of analytical thinking • Uses familiar digital technologies and systems to access, enter, present and communicate data and information

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBINM401 Implement workplace information system	BSBINM401A Implement workplace information system	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBINM401 Implement workplace information system

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- identify, source and analyse information to determine
  - information system needs
  - whether it is fit for purpose
  - trends and developments
- implement and review the workplace information system
- review a workplace information system and prepare and present a submission recommending improvements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify the information systems that are, or should be, available in the workplace
- explain the information management systems and technology typically associated with the workplace including:
  - 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.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the knowledge management – information management field of work and include access to:

- business technology
- a workplace information system
- workplace policies and procedures.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBINN301 Promote innovation in a team environment

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to be an effective and proactive member of an innovative team.

It applies to individuals who play a proactive role in demonstrating, encouraging or supporting innovation in a team environment. The individual may be a team participant or a team leader. Teams may be formal or informal and may comprise a range of personnel.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Unit Sector

Creativity and Innovation – Innovation

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Create opportunities to maximise innovation within the team	1.1 Evaluate and reflect on what the team needs and wants to achieve 1.2 Check out information about current or potential team members' work 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

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ELEMENT	PERFORMANCE CRITERIA
	1.4 Acknowledge, respect and discuss the different ways that people may contribute to building or enhancing the team
2 Organise and agree effective ways of working	2.1 Jointly establish ground rules for how the team will operate 2.2 Agree and communicate responsibilities in ways that encourage and reinforce team-based innovation 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 behaviour that supports innovation 3.2 Seek external stimuli and ideas to feed into team activities 3.3 Proactively 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 Proactively discuss and explore ideas with other team members on an ongoing basis
4 Reflect on how the team is working	4.1 Debrief 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 challenges of being innovative 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 examples of successful innovation

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

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Skill	Performance Criteria	Description
Reading	1.2, 4.2	• Interprets and analyses textual information, from a wide range of sources, to identify information relevant to team activities
Writing	2.2, 3.3, 4.4	• Uses clear language and formats appropriate for the audience to highlight and present specific information
Oral Communication	1.2, 1.3, 1.4, 2.1, 2.2, 3.5, 4.1, 4.2, 4.3, 4.4, 4.5	• Actively participates in verbal exchanges of ideas and elicits the views and opinions of team members by listening and questioning • Uses clear language to clarify rules and roles relating to team activities in formal and informal situations
Numeracy	1.2, 4.2	• Interprets numeric information relevant to team activities
Navigate the world of work	1.1, 3.1, 3.2, 3.5	• Understands the nature and purpose of own role and how it affects others in the work context
Interact with others	1.1-1.4, 2.1, 2.2, 3.1, 3.2, 3.4, 3.5, 4.1, 4.2, 4.4, 4.5	• Uses inclusive techniques to initiate, contribute and promote discussion amongst potentially diverse team members • Recognises the importance of establishing and building effective working relationships • Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role
Get the work done	1.3, 1.4, 2.2, 2.4, 2.5, 3.2, 3.4, 4.2, 4.4, 4.5	• Plans, sequences and prioritises tasks for efficient and effective outcomes • Contributes to continuous improvement of current work practices by applying basic principles of analytical and lateral thinking • Uses problem-solving processes to address less predictable problems, and when appropriate, seeking input from others • Reflects on outcomes and further explores own and the team’s role in implementing innovation

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
BSBINN301 Promote innovation in a team environment	BSBINN301A Promote innovation in a team environment	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBINN301 Promote innovation in a team environment

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- apply practices that promote innovation within a team including:
  - modelling open and respectful communications
  - contributing to the make-up and rules of the team
  - planning and scheduling of activities
  - reflecting on activities, feedback and challenges to identity improvement options
- encourage others to contribute to innovation in the team
- implement improvements and communicate about them.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain what innovation is, the different types of innovation and the benefits of innovation
- describe the internal and external factors that contribute to a team becoming and remaining innovative including:
  - team characteristics
  - the role of group dynamics and diversity
  - broader environmental factors
- explain how activities can encourage or hinder innovation in a team including:
  - allocation of time and activities
  - modelling behaviour
  - rewards and recognition
  - communications

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- feedback.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the creativity and innovation and include access to:

- workplace documents
- case studies and, where possible, real situations
- office equipment and resources
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBINS303 Use knowledge management systems

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to access a knowledge management system, use monitoring and review processes to provide feedback and improve own work practices using the system. This includes a range of strategies, methods, activities and techniques used by individuals and the organisation to identify, collect, organise, store, retrieve, analyse, share and apply knowledge to the work of the organisation.

The unit applies to individuals who use a broad range of competencies in various work contexts. They may exercise discretion and judgement using knowledge management to assist in increasing productivity, to improve quality or to recognise the benefits to the organisation through the improved use of knowledge.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Technical Skills – Information Services

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Access and use knowledge management system	1.1 Identify requirements for use of knowledge management system 1.2 Access knowledge management system according to legislative, regulatory and organisational policies and procedures
2. Input to knowledge management system	2.1 Collect, analyse and prepare inputs for contribution to system, according to organisational policies and procedures 2.2 Check inputs for clarity, accuracy, currency and relevance 2.3 Make inputs to system according to organisational policies and

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	procedures 2.4 Analyse requirements of the system and make suggestions for improvements to relevant stakeholders
3. Review and improve work practices	3.1 Provide feedback about clarity, accuracy, currency and relevance of system's output to relevant personnel 3.2 Document learning resulting from use of the system 3.3 Improve work practices as a result of learning from use of the system

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	**Description**
Reading	• Comprehends textual information, incorporating ideas and concepts from a range of sources, and checks for accuracy and relevance
Writing	• Documents information analysis and emphasises key outcomes using vocabulary and structure appropriate to audience
Oral Communication	• Expresses own observations and opinions using clear and specific language to relevant personnel • Elicits views and information from others and obtains information by listening and questioning
Self-management	• Understands rights and responsibilities, and complies with explicit procedures in the workplace
Teamwork	• Identifies and takes steps to follow accepted communication practices and protocols when providing feedback
Problem solving	• Plans and implements routine tasks and workload making limited decisions on sequencing, timing and collaboration • Uses basic functions of digital technology tools to read, record, search and input required information • Uses analytical processes to review and evaluate the effectiveness of workplace systems and suggest improvements

Unit Mapping Information

Supersedes and is equivalent to BSBINM302 Utilise a knowledge management system.

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Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBINS303 Use knowledge management systems

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- access, use and review knowledge management system according to organisational policies and procedures.

In the course of the above, the candidate must:

- provide feedback to the organisation about improvements to the knowledge management system
- produce records of outcomes resulting from the use of the system.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key provisions of relevant legislation, regulations, standards and codes of practice that may affect knowledge management
- organisational policies and procedures for knowledge management
- strategies to review knowledge management systems.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- examples of information documents found in the workplace
- knowledge management system (which can be a simulated system to satisfy privacy and confidentiality provisions).

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBINS603 Initiate and lead applied research

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to plan, conduct and report on applied research to influence strategic practices and outcomes within an organisational context. The unit also covers constructing an applied research strategy, using a range of applied research techniques, and analysing and presenting findings.

The unit applies to leaders or managers who use applied research to enhance individual, team and organisational performance. 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.

No licensing, legislation or certification requirements apply to this unit at the time of publication.

Unit Sector

Technical Skills – Information Services

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and develop an applied research strategy	1.1 Clarify and confirm applied research purpose and requirements of relevant stakeholders 1.2 Identify policies and procedures in relation to conducting applied research 1.3 Establish methods for collecting and maintaining data in a systematic manner 1.4 Analyse factors affecting the reliability and validity of data 1.5 Review relevant research ethics and codes of conduct

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ELEMENT	PERFORMANCE CRITERIA
	1.6 Prepare applied research strategy and hypothesis 1.7 Frame a research strategy according to available tools and resources 1.8 Review and evaluate a range of applied research methods, theories and data collection techniques 1.9 Select methods to gather and analyse data according to research strategy
2. Use a range of applied research techniques	2.1 Use suitable technology and technology services to support data collection and analysis 2.2 Access sources of information and contributors relevant to the research 2.3 Confirm 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 requirements of relevant stakeholders 3.2 Review data and research findings for accuracy of details and adherence to any legal requirements 3.3 Collate and analyse data for relevance against the original applied research strategy 3.4 Document and present research findings in a clear and logical manner consistent with stakeholder requirements 3.5 Identify the need for, and approach to, further research as required

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Learning	• Evaluates and reflects on the need for research to contribute to ongoing organisational improvement
Reading	• Collects, analyses, compares and evaluates textual information from a range of resources to inform research strategies
Writing	• Develops texts dealing with complex ideas and concepts • Uses specialised and detailed language to convey explicit information, requirements and recommendations in accordance with legal, ethical and organisational requirements
Oral Communication	• Uses specialised vocabulary appropriate to context and audience to discuss and confirm research requirements • Applies listening and questioning techniques to check or confirm

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Skill	Description
	understanding
Numeracy	• Applies knowledge of mathematical information to statistically analyse data and identify possible trends and confirm reliability
Self-management	• Takes responsibility for determining applicable organisational policies and procedures and considering legal and ethical obligations • Monitors adherence to legal and regulatory rights and responsibilities for self and others
Planning and organising	• Develops plans for complex activities, regularly reviewing priorities and performance during implementation, identifying and addressing issues as they arise

Unit Mapping Information

Supersedes and is equivalent to BSBRES801 Initiate and lead applied research.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBINS603 Initiate and lead applied research

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- plan, conduct and report on applied research relevant to organisational strategic practices and outcomes on at least one occasion.

In the course of the above, the candidate must:

- formulate a research proposal or plan which includes:
  - 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 including the reliability and validity of data
- document and present research findings including analysis of data, valid and reliable findings and recommendations for further research.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisational communication processes and methods
- data collection and analysis methods, including the use of technology and technology services
- legal requirements, policies, procedures and guidelines relating to research
- common presentation techniques and reporting methods
- applied research tools and methods and how they are applied
- organisational policies and procedures relevant to performance evidence.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace policies and procedures relevant to performance evidence
- legislation and codes of conduct relevant to research.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBITU111 Operate a personal digital device

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 5.0. Version created to rectify typographical error
Release 1	This version first released with BSB Business Services Training Package Version 3.0.

Application

This unit describes the skills and knowledge required to start up and use a range of basic functions on a personal digital device.

It applies to individuals who perform a range of routine digital tasks in the various sectors of the business services industry and generally work under direct supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Information and Communications Technology – IT Use

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Activate personal digital device and access features	1.1 Activate personal digital device, and access or log on according to user procedures 1.2 Identify basic functions and features using system information 1.3 Customise desktop or application configuration, if necessary,

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ELEMENT	PERFORMANCE CRITERIA
	with assistance from appropriate persons 1.4 Access help functions as required
2. Navigate and organise file or application environment	2.1 Open, close and access features by selecting correct desktop or menu icons 2.2 Create shortcuts onto the desktop or menu, if necessary, with assistance from appropriate persons 2.3 Create folders/subfolders of files or applications (or similar) with suitable names for personal device 2.4 Download new applications (or similar), with assistance from appropriate persons 2.5 Rename and move folders/subfolders of files or applications (or similar) with suitable names 2.6 Use search functions to locate files or applications (or similar) 2.7 Remove files or applications (or similar) as required, with assistance from appropriate persons
3. Edit stored information	3.1 Open relevant file, document, application, or similar 3.2 Edit content of the file, document, application, or similar in accordance with simple instructions 3.3 Save changes to personal device
4. Shut down/deactivate personal digital device	4.1 Save and close all open applications 4.2 Shut down or deactivate personal digital device according to user procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Recognises textual information within internal procedures and technical documents to determine and complete work requirements
Writing	• Inputs information using familiar text types and records numerical and textual information for file naming conventions
Oral Communication	• Asks simple questions and comprehends answers that contain short and explicit information

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Navigate the world of work	• Recognises and follows simple instructions
Interact with others	• Uses appropriate communication practices to seek guidance from more experienced work colleagues
Get the work done	• With guidance, is beginning to understand and use the specific functions and features of digital systems and tools

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBITU111 Operate a personal digital device	BSBITU101 Operate a personal computer	Updates to title, application statement, elements, performance criteria and assessment requirements	Equivalent unit

Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBITU111 Operate a personal digital device

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 5.0. Version created to rectify typographical error
Release 1	This version first released with BSB Business Services Training Package Version 3.0.

Performance Evidence

Evidence of the ability to:

- follow user procedures to activate and access a personal digital device
- follow user procedures and system information when using the basic functions on a personal digital device, seeking assistance when necessary
- use desktop or menu icons and create shortcuts
- create and manipulate folders and subfolders
- update and save changes to files, documents, applications, or similar
- correctly shut down or deactivate applications and the device.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

The candidate must be able to demonstrate the following knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit, and to manage tasks and reasonably foreseeable contingencies in the context of the work role.

- User procedures for activating and accessing a personal digital device
- Key components of the digital system, including what each one does
- Key functions of the operating system
- Organisational conventions for naming files

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the information and communications technology – IT use field of work and include access to:

- organisational policies and procedures
- device user and system information
- suitable workspace including a personal digital device.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLDR403 Lead team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit defines skills, knowledge and outcomes required to plan and supervise the performance of the team and develop team cohesion.

It applies team leaders, supervisors and new emerging managers who have an important leadership role in the development of efficient and effective work teams.

Leaders at this level also 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.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Management and Leadership - Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan to achieve team outcomes	1.1 Lead the team to identify, establish and document team purpose, roles, responsibilities, goals, plans and objectives in consultation with team members 1.2 Engage team members to incorporate innovation and

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ELEMENT	PERFORMANCE CRITERIA
	productivity measures in work plans 1.3 Lead and support team members in meeting expected outcomes
2. Lead team to develop 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 2.5 Model expected behaviours and approaches
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

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance	Description

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	Criteria	
Writing	1.1, 4.2	• Prepares workplace plans that communicate intent and elicits feedback clearly and effectively
Oral communication	1.1, 1.3, 2.2, 2.3, 3.1, 3.2, 4.2-4.4	• Engages in discussions or provides information using structure and language appropriate to the audience and situation
Interact with others	1.1-1.3, 2.1-2.5, 3.1, 3.3, 4.1	• Selects and uses appropriate conventions and protocols when communicating with team members • Adapts personal communication style to model required behaviours, build trust and positive working relationships and to show respect for the opinions and values of others • Plays a lead role in situations requiring effective collaboration, demonstrating conflict resolution skills and ability to engage and motivate others
Get the work done	1.1-1.3, 3.2	• Develops, implements and monitors plans and processes to ensure team engagement and effectiveness • Uses formal analytical thinking techniques to identify issues and generate possible solutions, seeking input from others as required

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBLDR403 Lead team effectiveness	BSBWOR402A Promote team effectiveness	Updated to meet Standards for Training Packages Title change Minor edits to clarify intent of performance criteria	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLDR403 Lead team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- apply knowledge of organisational goals, objectives and plans
- develop a team work plan including documentation of how it was generated and how it will be monitored
- identify and incorporate innovation and productivity measures into a team work plan
- communicate with team members and management to identify and establish the team purpose, roles, responsibilities, goals plans and objectives and resolve problems
- use techniques to consult, encourage, support and provide feedback to team members
- model team leadership behaviours and approaches
- liaise with management to develop the teamwork plan, resolve issues and ensure follow-up action is taken.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must explain principles and techniques associated with:

- delegation and work allocation
- goal setting
- group dynamics and processes
- individual behaviour and difference
- leadership styles
- motivation
- negotiation
- problem solving
- planning

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- workplace innovation
- workplace productivity.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- information about the organisation, including organisational structure, goals, objectives and plans
- case studies, and where possible, real situations
- workplace equipment and resources
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLDR414 Lead team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills, knowledge and outcomes required to lead the performance of a team and to develop team cohesion.

The unit applies team leaders, supervisors and new emerging managers who have an important leadership role in the development of efficient and effective work teams. Leaders at this level also 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.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Social Competence – Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan team outcomes	1.1 Lead team to identify and establish team objectives and work processes 1.2 Support team to document identified objectives and work processes according to organisational processes 1.3 Encourage team members to incorporate innovation and productivity measures in work plans 1.4 Lead and support team members to meet expected outcomes
2. Promote team cohesion	2.1 Provide opportunities for input of team members into planning, decision making and operational aspects of work team

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ELEMENT	PERFORMANCE CRITERIA
	2.2 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 on their efforts and contributions 2.4 Address or refer issues, concerns and problems identified by team members 2.5 Model expected behaviours and approaches
3. Supervise team performance	3.1 Encourage team members to participate in and take responsibility for team activities and communication processes 3.2 Support team to identify and resolve problems which impede performance 3.3 Ensure own contribution to work team serves as a role model for others
4. Liaise with management	4.1 Establish open communication with line management 4.2 Communicate information from line management to the team 4.3 Communicate unresolved issues, concerns and problems raised by the team to line management to action 4.4 Communicate issues raised by management to the team to action

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Writing	• Prepares workplace plans that communicate intent and elicits feedback clearly and effectively
Oral communication	• Engages in discussions or provides information using structure and language appropriate to the audience and situation
Teamwork	• Selects and uses appropriate conventions and protocols when communicating with team members • Adapts personal communication style to model required behaviours, build trust and positive working relationships and to show respect for the opinions and values of others • Plays a lead role in situations requiring effective collaboration, demonstrating conflict resolution skills and ability to engage and motivate others

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Planning and organising	• Develops, implements and monitors plans and processes to ensure team engagement and effectiveness • Uses formal analytical thinking techniques to identify issues and generate possible solutions, seeking input from others, as required

Unit Mapping Information

Supersedes and is equivalent to BSBLDR403 Lead team effectiveness.

Supersedes but is not equivalent to BSBSMB407 Manage a small team.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLDR414 Lead team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop a team development plan, that addresses:
  - innovation and productivity measures
  - team cohesion
  - issues management and actions.

In the course of the above, the candidate must:

- apply knowledge of organisational goals, objectives and plans to work tasks
- communicate with team members and management to identify and establish team purpose, roles, responsibilities, goals plans and objectives and resolve problems
- consult, encourage, support and provide feedback to team members
- model team leadership behaviours and approaches.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- work processes, including team purpose, roles, responsibilities, goals and plans
- organisational escalation policies and procedures
- behaviours which enhance organisational image for work team, clients and customers
- processes for setting goals that contribute to team effectiveness
- effects of individual behaviour on team effectiveness
- innovation and productivity measures in work plans
- key features of common leadership styles.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- information about the organisation, including organisational structure, goals, objectives and plans.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLDR601 Lead and manage organisational change

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to lead and manage organisational change.

The unit applies to managers with responsibilities that extend across the organisation or across significant parts of a large organisation. They may have a dedicated role in human resources management, workforce development, or work in a strategic policy or planning area.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Social Competence – Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop change management strategy	1.1 Identify major operational change requirements according to organisational objectives, performance gaps, business opportunities or threats, and management decisions 1.2 Assess risks and opportunities presented by operational change requirements 1.3 Consult stakeholders, specialists and experts to confirm the change management opportunities and process
2. Implement change management strategy	2.1 Assign resources to the project and confirm reporting protocols with relevant stakeholders 2.2 Develop communication or education plan, in consultation with relevant personnel

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ELEMENT	PERFORMANCE CRITERIA
	2.3 Arrange and manage activities for delivery of communication or education plans
3. Evaluate change management strategy	3.1 Assess performance of communication or education plan against objectives 3.2 Identify and respond to barriers to the change according to risk management plans and organisational objectives 3.3 Modify communication or education plan according to change program objectives

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Interprets detailed information that may deal with complex ideas related to issues both within and outside the workplace context
Writing	• Uses clear and precise language to develop information about objectives, requirements, activities and recommendations • Develops complex plans and strategies in appropriate format for the audience and purpose
Oral Communication	• Discusses and seeks information using appropriate structure and language for the audience • Uses questioning and active listening to clarify or confirm understanding
Numeracy	• Interprets, analyses and presents numeric information in complex documents
Initiative and enterprise	• Takes a lead role in the execution of organisational strategic goals and associated roles and responsibilities • Develops new and innovative ideas through exploration and lateral thinking
Teamwork	• Uses a variety of communication tools and strategies to build and maintain effective working relationships • Uses inclusive and collaborative techniques to seek feedback, negotiate and consult with a range of stakeholders
Planning and organising	• Plans, organises and implements activities required to achieve strategic priorities and outcomes, including consulting with others and sequencing events to minimise uncertainty for staff • Uses problem-solving skills to identify and analyse issues or barriers, and develop responses

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Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to:

- BSBINN601 Lead and manage organisational change
- BSBLDR805 Lead and influence change
- BSBMGT615 Contribute to organisation development.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLDR601 Lead and manage organisational change

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop and implement a change management plan to lead and manage organisational change.

In the course of the above, the candidate must:

- analyse and interpret information about the organisation's internal and external environment and consult with stakeholders to identify requirements and opportunities for changes that support organisational objectives
- prioritise opportunities for changes with input from relevant stakeholders
- develop a change management project plan for the priority changes incorporating resource requirements, risk management and timelines
- develop strategies to communicate or educate the changes and embed them
- obtain approvals and agree reporting protocols with relevant managers and implement the plan including addressing barriers to change
- review and evaluate the change management project plan and modify as needed to achieve objectives.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- events or trends that may impact on the achievement of organisational objectives
- existing policies and practices to guide organisational change
- methods for conducting cost-benefit analysis for high priority change requirements and opportunities
- methods for conducting risk analysis, including barriers to change and relevant mitigation strategies
- content of communication and education plans, including:

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    - promotion of benefits of organisational change
- change management processes or cycles and strategies for communicating and embedding change
- organisational behaviour and how the external environment can impact on change strategies
- components of a change management project plan.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace documentation and resources relevant to organisational change management.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLDR602 Provide leadership across the organisation

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to demonstrate senior leadership behaviour and personal and professional competence. Business ethics are also addressed in this unit.

The unit applies to individuals who have a role in modelling professionalism in their organisation and industry and inspiring and motivating others to achieve organisational goals. Leadership is seen in the context of the organisational mission.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Social Competence – Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Communicate organisational mission and goals	1.1 Confirm objectives, values and standards according to organisation's strategic direction 1.2 Establish links between organisational objectives, values and standards and the responsibilities of relevant groups and individuals 1.3 Confirm that media and language used for communicating organisational mission and goals meets the needs of individuals and group 1.4 State expectations of internal groups and individuals 1.5 Investigate incidents and communicate results to relevant

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ELEMENT	PERFORMANCE CRITERIA
	groups and individuals according to organisational policies and procedures
2. Influence groups and individuals	2.1 Make decisions according to organisational policies and procedures and work task timeframes 2.2 Facilitate improvements to organisational and workplace policies and procedures 2.3 Facilitate integration of global environment and new technology into work activities 2.4 Represent organisation in the media and community
3. Build and support teams	3.1 Assign accountabilities and responsibilities to teams according to competencies and operational plans 3.2 Resource teams to allow them to achieve their objectives 3.3 Create and maintain a positive work environment 3.4 Encourage teams and individuals to develop innovative approaches to work tasks
4. Demonstrate personal and professional competence	4.1 Model ethical conduct in own work and encourage others to adopt business ethics 4.2 Adapt interpersonal and leadership styles to meet circumstances and situations 4.3 Set and aim to achieve personal objectives and work program outcomes 4.4 Engage in professional development activities and industry and professional networks and groups

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Learning	• Seeks ways to maintain and improve own skills and knowledge • Identifies systems, devices and applications with potential to meet current and/or future needs
Reading	• Evaluates and integrates facts and ideas to construct meaning from a range of text types
Writing	• Researches, plans and prepares documentation using format and language appropriate to the audience
Self-management	• Works autonomously making high level decisions related to the achievement of organisational goals

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	• Identifies designation of roles and responsibilities and their contribution to broader organisational goals • Identifies implications of ethical and other organisational responsibilities in carrying out own role
Teamwork	• Identifies strengths and limitations of own interpersonal skills and addresses areas that would benefit from further development • Collaborates and cooperates with others, playing an active role in leading and facilitating effective group interaction and influencing direction • Facilitates a work environment in which others feel comfortable to identify, explore and build on a variety of perspectives in order to achieve shared outcomes
Planning and organising	• Accepts responsibility for planning and sequencing complex tasks and workload of self and others, negotiating key aspects with others taking into account capabilities, efficiencies and effectiveness
Problem solving	• Applies problem solving processes to identify risks, evaluate options and determine solutions

Unit Mapping Information

Supersedes and is equivalent to BSBMGT605 Provide leadership across the organisation.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLDR602 Provide leadership across the organisation

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- influence, support and provide resources for at least two individuals
- influence, support and provide resources for at least one team.

In the course of the above, the candidate must:

- communicate the organisation's objectives, values and standards to a range of stakeholders using appropriate media and language
- assign accountabilities to teams according to competencies and operational plans
- resource teams according to work objectives
- demonstrate ethical conduct and professional competence and continuing professional development
- encourage others to adopt business ethics and build their commitment to the organisation.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisational and workplace policies and procedures related to providing leadership in the organisation
- business ethics and its application to leadership styles and the organisation's mission, objectives and values
- organisational research and implementation methods
- processes to establish and maintain a positive work environment for individuals and teams
- organisational mission, purpose and values
- organisational objectives, plans and strategies and regulatory requirements
- organisational change processes.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation, regulation, standards and codes
- workplace documentation and resources required to make leadership decisions.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLED401 Develop teams and individuals

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify assessment requirements
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to determine individual and team development needs and to facilitate the development of the workgroup.

It 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.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Workforce Development – Learning and Development

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine development needs	1.1 Systematically identify and implement learning and development needs in line with organisational requirements 1.2 Ensure that a learning plan to meet individual and group training and development needs is collaboratively developed, agreed to and

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ELEMENT	PERFORMANCE CRITERIA
	implemented 1.3 Encourage individuals to self-evaluate performance and identify areas for improvement 1.4 Collect feedback on performance of team members from relevant sources and compare with established team learning needs
2. Develop individuals and teams	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 2.2 Ensure that learning delivery methods are appropriate to the learning goals, the learning style of participants, and availability of equipment and resources 2.3 Provide workplace learning opportunities, and coaching and mentoring assistance to facilitate individual and team achievement of competencies 2.4 Create development opportunities that incorporate a range of activities and support materials appropriate to the achievement of identified competencies 2.5 Identify and approve resources and time lines required for learning activities in accordance with organisational requirements
3. Monitor and evaluate workplace learning	3.1 Use feedback from individuals or teams to identify and implement improvements in future learning arrangements 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 3.3 Negotiate modifications to learning plans to improve the efficiency and effectiveness of learning 3.4 Document and maintain records and reports of competency according to organisational requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description

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Learning	1.1-1.4, 2.1-2.4, 3.1, 3.3	• Uses structured approaches to set goals, monitor progress and adjust learning approaches for self and others • Builds on knowledge and experience to facilitate interaction and learning with others
Reading	1.1, 1.2, 1.4, 2.1, 2.2, 2.4, 2.5, 3.1-3.4	• Analyses textual information from a range of sources to identify organisational requirements • Analyses information from a range of sources to evaluate performance
Writing	1.1, 1.2, 1.4, 2.1, 2.5, 3.1-3.4	• Develops materials to suit the requirements of different roles and individuals in the organisation • Maintains records using correct technical and organisational vocabulary
Oral Communication	1.2, 1.3, 1.4, 2.3, 3.1, 3.3	• Uses vocabulary appropriate to context and to establish a supportive and learning environment • Uses listening and questioning techniques to confirm or show understanding of different perspectives
Navigate the world of work	1.1, 2.5, 3.4	• Recognises and responds to explicit and implicit organisational procedures and protocols Understands how own role meshes with others and contributes to broader goals
Interact with others	1.2, 1.3, 1.4, 2.2, 2.3, 3.1, 3.3	• Selects and uses appropriate conventions and protocols when communicating with co-workers in a range of work contexts • Recognises the importance of building rapport to establish effective working relationships • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction • Negotiates with others to achieve joint/agreeable outcomes playing an active role in facilitating consensus in potentially contentious situations
Get the work done	1.1, 1.2, 1.4, 2.1, 2.2, 2.3, 2.5, 3.1, 3.2, 3.4	• Uses logical planning processes to organise, implement and monitor learning and development needs • Systematically gathers and analyses all relevant information and evaluates options to make informed decisions • Evaluates outcomes of decisions to identify opportunities for improvement

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLED401 Develop teams and individuals Release 2	BSBLED401 Develop teams and individuals Release 1	Updated to clarify assessment requirements	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLED401 Develop teams and individuals

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify assessment requirements
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- systematically identify and implement learning opportunities for others
- collect feedback on team and individual performance
- give and receive feedback from team members to encourage participation in and effectiveness of the team
- collaboratively develop learning plans to match skill needs of individuals and groups
- provide mentoring and coaching assistance to teams and individuals
- monitor and review workplace learning.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe facilitation techniques to encourage team development and improvement
- outline organisational policies, plans and procedures for developing teams
- identify career paths and competency standards relevant to the industry.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the workforce learning and development field of work and include access to:

- office equipment and resources
- learning and development plans, policies and procedures
- case studies and, where available, real situations
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBMGT402 Implement operational plan

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to implement the operational plan by monitoring and adjusting operational performance, planning and acquiring resources and providing reports on performance as required.

It applies to individuals who plan activities to achieve the measurable, stated objectives of the team and the organisation. 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.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Management and Leadership – Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Implement operational plan	1.1 Collate, analyse and organise details of resource requirements in consultation with relevant personnel, colleagues and specialist resource managers 1.2 Implement operational plans to contribute to the achievement of organisation's performance/business plan 1.3 Identify and use key performance indicators (KPIs) to monitor

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ELEMENT	PERFORMANCE CRITERIA
	operational performance 1.4 Manage contingencies by adjusting the implementation of the operational plan in consultation with others 1.5 Provide assistance in the development and presentation of proposals for resource requirements in line with operational planning processes
2. Implement resource acquisition	2.1 Recruit and induct employees within organisation's policies, practices and procedures 2.2 Implement plans for acquisition of physical resources and services within organisation's policies, practices and procedures and in consultation with relevant personnel
3. Monitor operational performance	3.1 Monitor performance systems and processes to assess progress in achieving profit/productivity plans and targets 3.2 Analyse and use budget and actual financial information to monitor profit/productivity performance 3.3 Identify unsatisfactory performance and take prompt action to rectify the situation according to organisational policies 3.4 Provide mentoring, coaching and supervision to support individuals and teams to use resources effectively, economically and safely 3.5 Present recommendations for variation to operational plans to the designated persons/groups and gain approval 3.6 Implement systems, procedures and records associated with performance in accordance with organisation's requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	3.4	• Actively reinforces learning by applying new knowledge and skills in mentoring, coaching and supervising others
Reading	1.1-1.5, 2.1, 2.2, 3.1, 3.2, 3.6	• Identifies, interprets, analyses and reviews textual information related to the operational plan and

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		monitoring of operational performance
Writing	1.1-1.5, 2.1, 2.2, 3.2-3.6	• Communicates relationships between ideas and information, matching style of writing to purpose and audience • Researches, plans and prepares workplace documentation for relevant stakeholders using organisational formats
Oral Communication	1.1, 1.4, 1.5, 2.1, 2.2, 3.3, 3.4, 3.5	• Participates in a variety of spoken exchanges with a range of audiences varying structure and language to suit the audience
Numeracy	1.1, 1.2, 1.3, 1.4, 1.5, 2.2, 3.1, 3.2, 3.3	• Selects and uses familiar mathematical techniques to organise timely supply of adequate resources for the operational plan and to use budgetary information to monitor performance
Navigate the world of work	1.5, 2.1, 2.2, 3.3, 3.4, 3.6	• Monitors adherence to organisational policies and procedures and considers own role in terms of its contribution to broader goals of the work environment
Interact with others	1.1, 1.4, 1.5, 2.1, 2.2, 3.3, 3.4, 3.5	• Selects and uses appropriate conventions and protocols when communicating with diverse individuals to build rapport, seek or present information • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group communication, influencing direction and taking a leadership role on occasion
Get the work done	1.1, 1.2, 1.3, 1.4, 1.5, 2.2, 3.1, 3.2, 3.3, 3.6	• Takes responsibility for planning, organising, implementing and monitoring tasks required to achieve required outcomes • Uses systematic, analytical processes in complex, non-routine situations, setting goals, gathering relevant information and identifying and evaluating options against agreed criteria • Evaluates effectiveness of decisions in terms of how well they met stated goals • Recognises and addresses an increasing range of familiar problems by implementing contingency plans

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBMGT402 Implement	BSBMGT402A Implement	Updated to meet Standards for	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
operational plan	operational plan	Training Packages. Edits to clarify intent of Performance Criteria.	

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBMGT402 Implement operational plan

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- interact with a range of people/groups to identify resource requirements, performance objectives, systems, procedures and records relating to the operational plan
- vary the operational plan and gain approval to deal with contingencies
- monitor operational performance against the performance objectives and budgets and take action to rectify unsatisfactory performance
- plan and acquire physical and human resources using organisation's systems and procedures
- manage and support personnel to achieve performance objectives. including inducting new employees and providing mentoring and coaching
- present information and recommendations to support implementation and variation of the operational plan
- document and provide reports on performance as required by the organisation.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe performance monitoring systems and processes
- describe methods for problem solving
- explain how organisational policies and procedures relate to the operational plan.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- organisational operational plans, policies and procedures
- workplace documentation and resources including budgets, physical and human resource procurement documentation, employee induction and performance monitoring procedures
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBMGT403 Implement continuous improvement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to implement the organisation's continuous improvement systems and processes. It covers using systems and strategies to actively encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements.

It applies to managers who have an active role in implementing the continuous improvement process to achieve the organisation's objectives. Their position is closely associated with the creation and delivery of products and services which means that they have an important role in influencing the ongoing development of the organisation.

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.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Management and Leadership – Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Implement continuous improvement systems and	1.1 Implement systems to ensure that individuals and teams are actively encouraged and supported to participate in decision

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ELEMENT	PERFORMANCE CRITERIA
processes	making processes, assume responsibility and exercise initiative 1.2 Communicate the organisation's continuous improvement processes to individuals and teams, and obtain feedback 1.3 Ensure effective mentoring and coaching 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 technology to monitor and review progress and to identify ways in which planning and operations could be improved 2.2 Improve customer service 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 processes to ensure that team members are informed of savings and productivity/service improvements 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

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 3.2, 3.3	• Evaluates and integrates facts and ideas to construct meaning from a range of text types in an effort to implement continuous improvement systems and processes
Writing	1.1, 1.2, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3	• Selects vocabulary, grammatical structures and conventions appropriate to text • Researches, plans and prepares continuous improvement documentation for relevant stakeholders
Oral	1.2, 1.3, 2.3	• Participates in a variety of spoken exchanges with a range of audiences using structure and language to suit

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Communication		the audience
Navigate the world of work	2.1	• Monitors adherence to organisational policies and procedures and considers own role in terms of its contribution to broader goals of the work environment
Interact the work of others	1.2, 1.3, 2.3, 3.1	• Selects and uses appropriate conventions and protocols when communicating with diverse individuals to seek or share information • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group communication, influencing direction and taking a leadership role on occasion
Get the work done	1.1, 1.3, 2.1, 2.2, 3.1, 3.2, 3.3	• Takes responsibility for planning and organising own workload to achieve required outcomes • Uses systematic, analytical processes in complex, non-routine situations, setting goals, gathering relevant information and identifying and evaluating options against agreed criteria • Evaluates effectiveness of decisions in terms of how well they meet stated goals • Uses digital applications to access and filter data, extract, organise, integrate and share relevant information • Recognises the potential of new approaches to enhance work practices and outcomes

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBMGT403 Implement continuous improvement	BSBMGT403A Implement continuous improvement	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBMGT403 Implement continuous improvement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- implement continuous improvement systems and provide mentoring and coaching support to enable individuals and teams to participate in decisions, take responsibility, show initiative and implement improvement processes
- implement processes to inform team members about savings and productivity/service improvements achievements
- communicate effectively to support the continuous improvement system and implementation of improvements
- apply continuous improvement to customer services including internal and external customers
- implement, monitor and adjust improvement plans, processes and procedures to improve performance
- document performance to identify further opportunities for improvement
- manage records and reports within the organisation's systems and procedures.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- give examples of continuous improvement processes
- list typical areas of need for coaching and mentoring to support continuous improvement
- explain how change management techniques can support continuous improvement and initiative
- identify the organisation's systems and data that can be used for benchmarking and monitoring performance for continuous improvement.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBMKG414 Undertake marketing activities

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to plan, implement and manage basic marketing and promotional activities. It is a foundation unit covering general and basic marketing and promotional activities that do not require detailed or complex planning or implementation.

It 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.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Development – Marketing

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Research marketing information	1.1 Research 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 need for marketing activities from established marketing plan 1.4 Investigate previous marketing activities for relevant

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ELEMENT	PERFORMANCE CRITERIA
	information 1.5 Identify profile of market segment 1.6 Identify positioning and market mix for each target segment 1.7 Identify outcomes expected from marketing activities
2 Plan marketing activities	2.1 Undertake analysis of collected basic marketing information 2.2 Develop and document work activity plans for marketing activities 2.3 Obtain approval of plans from relevant enterprise personnel
3 Implement marketing activities	3.1 Determine and access resources required for work activities 3.2 Undertake marketing activities within job role 3.3 Assist with assigning responsibilities and functions to relevant personnel 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

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.7, 2.1, 3.4, 4.2	• Interprets textual information obtained from a range of sources and determines how content may be applied to organisational requirements
Writing	2.2, 3.2, 3.4, 4.1-4.3	• Integrates information from a number of sources to develop material that supports purposes and format of documentation, using suitable grammatical structure and clear, logical language
Oral	2.3, 4.3	• Participates in a variety of spoken exchanges using

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Communication		suitable language and non-verbal features
Numeracy	3.1, 4.1-4.3	• Collates and analyses numeric information relating to costs, timeframes and other activities
Navigate the world of work	1.2, 1.3	• Adheres to organisational policies and procedures and considers own role in terms of its contribution to broader goals of work environment
Interact with others	2.3, 3.3	• Selects appropriate form, channel and mode of communication for a specific purpose relevant to own role
Get the work done	1.1-1.7, 2.1, 2.2, 3.1-3.4, 4.3	• Develops plans to manage tasks with an awareness of how they may contribute to longer term operational and strategic goals • Takes responsibility for outcomes of routine decisions related directly to own role • Understands purposes, specific functions and key features of common digital systems and tools and operates them effectively to complete routine tasks • Recognises and takes responsibility for addressing predictable and some less predictable problems in familiar work contexts

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBMKG414 Undertake marketing activities	BSBMKG414B Undertake marketing activities	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBMKG414 Undertake marketing activities

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- research marketing practices of the organisation
- plan and implement a marketing activity
- record activities and processes used in marketing activity
- review effectiveness of marketing plan.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe basic foundations of marketing practices
- describe organisational policies and procedures on marketing
- outline specific product knowledge related to products and services being marketed.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the business development – marketing field of work and include access to:

- office equipment and resources
- examples of products or services to be marketed
- marketing plans, policies and procedures
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBOPS502 Manage business operational plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to develop and monitor the implementation of operational plans to support efficient and effective workplace practices and organisational productivity and profitability.

The unit applies to individuals who manage the work of others and operate within the parameters of a broader strategic and/or business plans.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish operational plan	1.1 Research, analyse and document resource requirements 1.2 Develop operational plan in consultation with, and with approval from, relevant stakeholders 1.3 Develop contingencies for operational plan 1.4 Explain plan to relevant work teams
2. Manage resource acquisition	2.1 Confirm that employees are recruited and inducted according to the organisation's human resources management policies, practices and procedures 2.2 Confirm that physical resources and services are acquired according to the organisation's policies, practices and procedures

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ELEMENT	PERFORMANCE CRITERIA
	2.3 Identify and incorporate requirements for intellectual property rights and responsibilities related to acquisition of resources
3. Monitor and review operational performance	3.1 Assess progress of operational plan in achieving profit and productivity plans and targets 3.2 Identify areas of under-performance, recommend solutions and rectify the situation 3.3 Plan and implement relevant processes for ongoing monitoring and confirm that support is provided for individuals and teams 3.4 Negotiate recommendations for variations to operational plans and gain approval from designated persons

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Reading	• Gathers, interprets and analyses workplace documentation to determine requirements for the operational plan
Writing	• Develops and documents a range of detailed texts relating to the management of an operational plan according to organisational requirements
Oral communication	• Presents information to a range of audiences using appropriate register, vocabulary and paralinguistic features • Listens and comprehends information from a variety of spoken exchanges with clients, co-workers and other stakeholders
Numeracy	• Selects and uses mathematical problem-solving strategies to organise resource requirements, performance benchmarks and financial viability of the operational plan
Enterprise and initiative	• Monitors adherence to organisational policies, procedures and considers own role in terms of its contribution to broader goals of the work environment
Teamwork	• Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role on occasion
Planning and organising	• Takes responsibility for developing and implementing systems and processes to achieve organisational objectives, seeking advice, feedback and support as required to assist in the development and planning phase • Sequences and schedules complex activities, monitors

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Skill	Description
	implementation, and manages relevant communication
Problem solving	• Uses systematic analytical processes to aid decision making, identify potential problems and generate contingency plans or solutions
Technology	• Demonstrates awareness of the importance of data security in a digital environment

Unit Mapping Information

Supersedes and is equivalent to BSBMGT517 Manage operational plan.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBOPS502 Manage business operational plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- manage an operational plan for at least one business or work area.

In the course of the above, the candidate must:

- develop and implement an operational plan using a variety of information sources and consultation including:
  - resource requirements
  - key performance indicators
  - monitoring processes
  - contingency plans
- communicate with stakeholders to explain the plan and supporting information, seek approvals, negotiate variations and engage work teams
- confirm existence of relevant strategies, including strategies relating to:
  - recruiting, inducting and developing personnel
  - acquiring physical resources and services
  - protecting intellectual property
  - making variations to the plan
  - monitoring and documenting performance.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- stakeholders involved in development and management of operations plan including escalation points, colleagues and specialist resource managers
- key information sources for proposal development and presentation including resource requirement specialists

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- consultation processes
- content of operational plans, including:
  - procurement processes
  - employee recruitment and induction strategies
  - physical resource and service acquisition strategies
  - key indicators of organisational performance
- budget and actual financial relating to profit and productivity
- methods for preparing operational plans and contingency plans
- role of an operational plan in achieving an organisation's objectives
- procedures and records associated with documenting performance
- approaches for developing key performance indicators to meet business objectives
- legislative and regulatory framework relating to the development and implementation of operational plan of the organisation, including:
  - fair trading laws
  - work health and safety
- organisational policies, practices and procedures that relate to the operational plan.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation and regulations relevant to operational plans
- workplace documentation and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBOPS504 Manage business risk

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes skills and knowledge required to manage business risks in a range of contexts across an organisation or for a specific business unit or area in any industry setting.

The unit applies to individuals who are working in positions of authority and who are approved to implement change across the organisation, business unit, program or project area. They may or may not have responsibility for directly supervising others.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish risk context	1.1 Evaluate organisational processes, procedures and requirements and determine scope for risk management process 1.2 Review strengths and weaknesses of existing arrangements 1.3 Document critical success factors, goals and objectives for area included in scope 1.4 Communicate risk management process to relevant stakeholders
2. Identify risks	2.1 Invite stakeholders to assist in the identification of risks 2.2 Research risks that may apply to scope 2.3 Document risks that apply to the scope, in consultation with relevant parties

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ELEMENT	PERFORMANCE CRITERIA
3. Analyse risks	3.1 Assess likelihood of risks occurring 3.2 Assess impact or consequence if risks occur 3.3 Evaluate and prioritise risks for treatment
4. Select and implement treatments	4.1 Determine and select from options for treating risks 4.2 Develop action plan for implementing risk treatment 4.3 Communicate risk management processes to relevant parties 4.4 Implement action plan according to organisational policies and procedures 4.5 Monitor and evaluate risk management process

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Reading	• Synthesises a variety of relatively complex texts • Gathers, interprets and analyses textual information from a range of sources to identify relevant information
Writing	• Develops textual material and organises content in a manner that effectively documents risk management analysis and assessment priorities and processes
Oral communication	• Participates in interactions with stakeholders using questioning and listening to elicit opinions, and to confirm and clarify understanding
Numeracy	• Uses numerical tools to assess risk and uses numerical data to review plans
Teamwork	• Selects appropriate conventions and protocols when communicating with stakeholders about risk management • Consults and negotiates with stakeholders about risk management processes and outcomes
Planning and organising	• Sequences and schedules a range of routine and complex activities, monitors implementation, evaluates processes and manages relevant communication • Systematically analyses information to decide on appropriate risk management treatments • Refers to organisational processes, procedures and requirements when making decisions about risk management
Technology	• Uses digital technologies and systems to access information,

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Skill	Description
	document plans and communicate with others

Unit Mapping Information

Supersedes and is equivalent to BSBRSK501 Manage risk.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBOPS504 Manage business risk

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- lead at least one risk management process for an organisation or work area.

In the course of the above, the candidate must:

- analyse information from a range of sources to identify the scope and context of the risk management process, including:
  - stakeholder analysis
  - political, economic, social, legal, technological and policy context
  - current arrangements
  - objectives and critical success factors for the area included in scope
  - risks that may apply to scope
- consult and communicate with stakeholders to identify and assess risks, determine appropriate risk treatment actions and priorities and explain the risk management processes
- develop and implement an action plan to treat risks
- monitor and evaluate the action plan and risk management process
- maintain documentation.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislative and regulatory context of the organisation in relation to risk management
- organisational policies, procedures and processes for risk management, including document storage
- types of business risks
- options for treating risks
- risk management process
- purpose and key elements of current risk management standards

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- tools and techniques to identify risks to scope risk management processes.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation, regulations, standards and codes relating to risk management
- workplace documentation and resources relating to risk management.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBOPS601 Develop and implement business plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to lead a business operation that covers the steps required to develop and implement business plans.

The 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. These individuals may oversee the work of a number of teams and other managers.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish business plan	1.1 Identify organisational and legislative frameworks relevant to development of a business plan 1.2 Review market requirements for the organisation’s products and service 1.3 Identify and assess business requirements, objectives, competitors and established plans 1.4 Develop performance objectives and measures for business plan, in consultation with relevant stakeholders 1.5 Identify financial, human and physical resource requirements for the business 1.6 Develop business plan

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ELEMENT	PERFORMANCE CRITERIA
2. Implement business plan	2.1 Communicate business plan to all relevant stakeholders 2.2 Confirm skilled labour is available to implement plan 2.3 Test performance measurement systems and refine, where required 2.4 Prepare reports on key aspects of the business 2.5 Report system failures, product and service 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, where required 3.3 Identify and coach under-performing staff 3.4 Establish ongoing review processes

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Reading	• Gathers, interprets and analyses textual information when developing the business plan and monitoring operational performance
Writing	• Communicates relationships between ideas and information, matching style of writing to purpose and audience • Researches, plans and prepares business plan for relevant stakeholders
Oral communication	• Presents information and seeks advice using language and features appropriate to audience • Participates in discussions using listening and questioning to elicit the views of others and to clarify or confirm understanding
Numeracy	• Extracts and evaluates mathematical information to review the market, research competitors and review pricing structures
Enterprise and initiative	• Takes full responsibility for identifying and complying with legislative requirements applicable to self and the organisation
Teamwork	• Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role • Provides support in field of expertise to colleagues, as required
Planning and organising	• Sequences and schedules complex activities, monitors implementation and manages relevant communication

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Skill	Description
	• Systematically gathers and analyses all relevant information and evaluates options in order to monitor performance and identify opportunities for improvement

Unit Mapping Information

Supersedes and is equivalent to BSBMGT617 Develop and implement a business plan.

Supersedes but is not equivalent to:

- BSBCUE604 Develop and maintain a service level strategy
- BSBCUE606 Forecast and plan using customer engagement traffic information analysis
- BSBMGT618 Develop an engagement centre business plan.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBOPS601 Develop and implement business plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop and implement at least one business plan.

In the course of the above, the candidate must:

- analyse and research business vision, mission, values, objectives, goals, competitors, financial targets, management arrangements and marketing approaches
- write a business plan, including:
  - description of the business
  - products and services
  - financial, physical and human resource requirements
  - regulatory requirements
  - marketing strategy
  - financial indicators
  - productivity and performance targets for key result areas
- monitor and respond to business performance including evaluation of performance against key results indicators
- consult, communicate with and report to relevant stakeholders
- provide analysis of the strengths and weaknesses of a business plan.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisational and legislative frameworks required for the development of business plans, including:
  - pre-existing strategic, business and operational plans
  - business vision, mission, values and objectives

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    - permits or licences that may be required for new activity
- processes for developing and monitoring business plans
- customer needs and budgeting information
- performance objectives and measures, including key results indicators
- stakeholders involved in the development of business plans.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- business information and data relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBPMG430 Undertake project work

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to undertake a minor project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.

The unit applies to individuals who play a significant role in ensuring a project meets timelines, quality standards, budgetary limits and other requirements set for the project.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Competence – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish project parameters	1.1 Identify project scope 1.2 Define project stakeholders 1.3 Seek clarification from delegating authority of issues related to project and project parameters 1.4 Identify responsibilities of relevant stakeholders and reporting requirements 1.5 Clarify relationship of project to other projects and to the objectives of the organisation 1.6 Identify availability and access of resources for undertaking the project

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ELEMENT	PERFORMANCE CRITERIA
2. Develop project plan	2.1 Identify risks and develop a risk management plan for project, including Work Health and Safety (WHS) 2.2 Develop project budget and timeframe and seek approval from relevant stakeholders 2.3 Consult team members and apply their views in planning the project 2.4 Identify and access appropriate project management tools 2.5 Develop project plan according to project parameters and deliverables 2.6 Finalise project plan and gain necessary approvals to commence project according to documented plan
3. Administer and monitor project	3.1 Communicate to project team members their responsibilities and project requirements 3.2 Establish and maintain required recordkeeping systems throughout the project 3.3 Implement and monitor plans for managing the project 3.4 Undertake risk management as required
4. Finalise and review project	4.1 Complete financial recordkeeping associated with project and confirm according to agreed budget 4.2 Complete project documentation and obtain sign-offs for concluding project 4.3 Review project outcomes and processes against the project scope and plan 4.4 Document feedback and suggested improvements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Organises, evaluates and critiques ideas and information from a range of complex texts
Writing	• Develops plans, reports and recommendations using vocabulary, structure and conventions appropriate to text • Establishes and maintains records according to organisational requirements
Numeracy	• Uses formal and some informal, oral and written mathematical language and representation to prepare and communicate budgetary and financial

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SKILL	DESCRIPTION
	information
Oral communication	• Participates in verbal discussions using clear language and appropriate features to present or seek information • Using listening and questioning skills to seek information and confirm understanding
Self-management	• Identifies and responds to organisational and legislative/regulatory requirements
Teamwork	• Selects and uses appropriate communication protocols and practices to ensure shared understanding of project roles and expectations • Uses collaborative techniques to engage stakeholders in consultations and negotiations
Planning and organising	• Develops and implements plans to manage projects that involve diverse stakeholders with potentially competing demands • Systematically gathers and analyses all relevant information and evaluates options to make informed decisions • Evaluates outcomes of decisions to identify opportunities for improvement
Technology	• Uses digital technologies and applications to access, organise and share information

Unit Mapping Information

Supersedes and is equivalent to BSBPMG522 Undertake project work.

Supersedes but is not equivalent to BSBADM407 Administer projects.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPMG430 Undertake project work

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- undertake project work on a minor project or a section of a larger project.

In the course of the above, the candidate must:

- confirm the quality of project outcomes according to expectations of the organisation
- consult and communicate with relevant stakeholders to generate input and engagement in planning, implementing and reviewing the project
- provide support to team members to enable them to achieve deliverables and to transition them as appropriate at completion of the project.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- project management tools
- types of documents and other sources of information commonly used in defining the parameters of a project
- mission, goals, objectives and operations of the organisation
- relevant legislation and regulations, including work health and safety (WHS) requirements, for project planning
- project management processes according to policies and procedures of the organisation and including:
  - lines of authority and approvals
  - quality assurance
  - human resources
  - budgets and finance
  - risk management
  - recordkeeping

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- reporting.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- relevant legislation, regulations, standards and codes
- workplace documentation and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBRKG404 Monitor and maintain records in an online environment

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to identify and assess records for storage, and maintain and monitor electronic business records.

It applies to individuals who use guidelines and processes to inform judgements on the status and classification of records in an existing business or records system. They work under supervision or in consultation with more senior staff or users of the system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Knowledge Management – Recordkeeping

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Confirm requirements for recordkeeping in an online environment	1.1 Identify and confirm system procedures for capturing and managing records 1.2 Identify and verify organisational and risk management 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 a checklist of organisational requirements to assess

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ELEMENT	PERFORMANCE CRITERIA
	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 records 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 of information not to be stored, in accordance with organisational procedures 2.4 Determine storage methods and media in accordance with retention requirements
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 access and security status and disposal requirements of records and records in accordance with organisational procedures 3.4 Store records on required media in accordance with organisational and record retention requirements 3.5 Carry out migration of records from one medium to another in accordance with organisational procedures 3.6 Action and record archiving or disposal 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

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3, 2.2,	• Identifies, interprets, analyses and reviews information from a range of complex texts, including legislative

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	2.3, 3.1-3.7	materials and organisational policies and procedures
Writing	1.4, 2.1, 3.1, 3.2, 3.6, 3.7	• Develops list of recordkeeping requirements in required format • Inputs information to create, identify, retrieve or modify records
Oral Communication	1.1, 1.2, 1.3	• Communicates to exchange information with others using questioning and careful listening to clarify requirements
Numeracy	1.1, 1.3	• Interprets and analyses numerically expressed information from records to determine their classification and management requirements
Navigate the world of work	1.2, 1.3, 2.3, 2.4, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7	• Takes personal responsibility for following organisational policies and procedures and legal and regulatory responsibilities relevant to own work context
Get the work done	1.1, 1.2, 1.3, 1.4, 2.4, 3.1, 3.4, 3.5, 3.6, 3.7	• Sequences and schedules tasks required to achieve outcomes according to organisational and legislative requirements • Gathers, analyses and evaluates information to decide on record status • Uses digital systems and tools to access, organise, analyse and display records, showing awareness of the need for data security

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBRKG404 Monitor and maintain records in an online environment	BSBRKG404A Monitor and maintain records in an online environment	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBRKG404 Monitor and maintain records in an online environment

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- monitor usage of online business or records system
- monitor application of system procedures
- manage record creation, update, migration and disposal processes.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline key provisions of relevant legislation that apply to a records system
- explain the 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
- explain the operation of the online recordkeeping environment including location and nature of transactions.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the knowledge management – recordkeeping field of work and include access to:

- relevant legislation, regulations, standards and codes
- relevant workplace documentation and resources

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- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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BSBSTR801 Lead innovative thinking and practice

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to generate, lead and sustain innovative organisational thinking and practice.

The 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.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Critical Thinking and Problem Solving – Business Strategy

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Generate innovative thinking and creativity	1.1 Identify and analyse trends shaping organisation's current and future thinking and practice 1.2 Identify and use techniques and tools to generate ideas and facilitate thinking 1.3 Introduce and promote creative thinking techniques 1.4 Research and analyse relevant conditions for innovation and issues that impact innovative thinking and creativity 1.5 Research and review innovation drivers and enablers
2. Lead innovative practices	2.1 Assess personal leadership style to confirm it models positive innovative thinking and practice

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ELEMENT	PERFORMANCE CRITERIA
	2.2 Review and refine practice that models and supports innovation 2.3 Determine and assess the requirements to promote sustainable innovative activities 2.4 Construct and implement methods to promote knowledge transfer with relevant stakeholders 2.5 Identify, evaluate and manage risks associated with innovation
3. Support a culture of innovation	3.1 Identify, introduce and promote innovative practices, processes, products and/or services according to audience and organisational requirements 3.2 Establish ways to capture, communicate and share innovative ideas and practices 3.3 Confirm team approaches foster communication, consultation and team development for innovation 3.4 Identify, assess and provide relevant resources for innovation processes 3.5 Develop and apply strategies to foster a workplace culture that encourages innovation 3.6 Establish systems and processes that support innovation
4. Sustain innovative thinking and practice	4.1 Develop strategies where innovation is an integral part of organisational activity 4.2 Develop and monitor processes that confirm ongoing awareness of individual and collective contributions to innovative thinking and practice 4.3 Identify and analyse potential barriers and risks to innovation and devise strategies to respond 4.4 Analyse and reflect on innovation performance as a basis for developing strategies for improvement 4.5 Seek feedback from relevant stakeholders 4.6 Make changes to innovative thinking and practices according to feedback received

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	• Identifies, analyses, interprets and evaluates visual and textual information from a range of sources to identify innovation strategies, practices and trends

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SKILL	DESCRIPTION
Writing	• Uses clear and precise language to document research findings for reference purposes • Develops complex plans, strategies and systems to integrate innovation into the organisation using appropriate formats for the audience and purpose
Initiative and enterprise	• Discusses, presents and seeks information using appropriate structure and language for the particular audience • Uses questioning and active listening to encourage discussion and to clarify or confirm understanding • Plans, develops, implements and monitors practical strategies to introduce and support innovation in the workplace • Develops new and innovative ideas through exploration, evaluation, analysis and critical thinking
Numeracy	• Interprets, analyses and presents numeric/financial information in complex documents
Self-management	• Leads in the development of strategies to integrate innovative practices into the organisation • Evaluates and reflects on personal effectiveness to develop strategies to enhance own performance
Teamwork	• Understands how own role links in with others and contributes to broader work goals • Uses a variety of relevant communication tools and strategies to build and maintain effective working relationships • Uses inclusive and collaborative techniques to communicate, negotiate and consult effectively with a range of stakeholders • Actively seeks the perspectives of others as part of work role
Problem solving	• Leads in the development of strategies to integrate innovative practices into the organisation • Uses formal analytical and lateral thinking techniques to identify issues, generate and evaluate possible solutions, and select most appropriate option

Unit Mapping Information

Supersedes and is equivalent to BSBINN801 Lead innovative thinking and practice.

Supersedes but is not equivalent to BSBMGT802 Lead design and review of enterprise systems.

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Links

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Assessment Requirements for BSBSTR801 Lead innovative thinking and practice

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- lead at least one innovative thinking and practices for an organisation or work area.

In the course of the above, the candidate must:

- research, review and analyse trends in thinking and emerging practices as they relate to an organisation's current thinking and practices
- develop capacity to lead innovative thinking and practice in an organisational context.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- current and past theories and thinking about innovation
- creative thinking techniques
- personal leadership style
- methods to promote knowledge transfer and sustainable innovative activities
- innovative practices, processes, products and services
- strategies to foster workplace culture of innovation
- systems and processes that support innovation
- barriers and risks to innovation
- internal and external factors that impact innovation
- strategies for identifying, assessing and managing risks associated with innovation.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

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- workplace documentation and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBTEC101 Operate digital devices

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to start up and use a range of basic functions on digital devices.

The unit applies to those who perform a range of routine digital tasks in the various sectors of the business services industry and generally work under direct supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Digital Competence - Technology Use

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Activate digital device and access features	1.1 Prepare workspace, furniture and equipment to suit user ergonomic requirements, where required 1.2 Activate digital device, and access or log on according to organisation policies and procedures 1.3 Identify basic functions and features of digital devices 1.4 Customise desktop or application configuration 1.5 Request assistance from relevant personnel for using digital device, where required 1.6 Access help functions, where required
2. Navigate and organise file or application	2.1 Open, close and access file or application by selecting correct desktop or menu icons

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ELEMENT	PERFORMANCE CRITERIA
environment	2.2 Create shortcuts onto the desktop or menu, and request assistance from relevant personnel, where required 2.3 Identify and apply keyboard functions for both alpha and numeric keyboard input devices 2.4 Create folders and subfolders with relevant names 2.5 Identify and access storage devices relevant to the digital device 2.6 Download new applications with assistance from relevant stakeholder 2.7 Use search functions to locate files or applications
3. Edit and update stored information	3.1 Rename and move folders and subfolders 3.2 Remove files or applications as required, with assistance from relevant stakeholder 3.3 Open relevant file, document, or application 3.4 Edit content of the file, document, application, or similar in accordance with simple instructions 3.5 Save changes in digital device
4. Deactivate personal digital device	4.1 Save and close all open files, documents or applications 4.2 Deactivate digital device according to user procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	• Recognises textual information within internal procedures and technical documents to determine and complete work requirements
Writing	• Inputs information using familiar text types and records numerical and textual information for file naming conventions

Unit Mapping Information

Supersedes and is equivalent to BSBITU111 Operate a personal digital device.

Supersedes but is not equivalent to:

- BSBITU112 Develop keyboard skills
- BSBITU307 Develop keyboarding speed and accuracy.

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Assessment Requirements for BSBTEC101 Operate digital devices

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- on at least three occasions, activate, navigate, and deactivate a digital device.

In the course of the above, the candidate must:

- follow user procedures to power up and access a digital device
- follow user procedures and system information when using the basic functions on digital device, seeking assistance where required
- shut down applications and the device.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- user procedures for powering up and accessing a digital device
- key components of the digital system, including what each component does
- ergonomic issues that impact the use of digital devices
- key functions of the operating system
- organisational conventions for naming files.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- device user information
- different types of digital device.

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Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBTWK501 Lead diversity and inclusion

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to lead diversity for a work area. It covers implementing the organisation's diversity policy, fostering diversity within the work team and promoting the benefits of a diverse workplace.

The unit applies to individuals who direct the work of others in teams of variable sizes. They may work with staff from different cultures, races, religions, generations, or other forms of difference in any industry context.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Social Competence – Teamwork and Relationships

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Review diversity policy	1.1 Locate and review organisational diversity policy 1.2 Identify application of diversity policy in work area 1.3 Assess currency and efficacy of diversity policy 1.4 Provide feedback and suggestions for improvement of organisational diversity policy 1.5 Revise diversity policy and incorporate improvements
2. Foster respect for diversity in the work team	2.1 Identify training needs to promote respect for difference in personal interactions 2.2 Identify staff struggling to work with diversity and implement

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ELEMENT	PERFORMANCE CRITERIA
	measures to support working with diversity 2.3 Develop processes to demonstrate benefits of working with various diverse groups 2.4 Address workplace diversity complaints according to organisational policies and procedures
3. Promote the benefits of diversity	3.1 Promote organisational workforce diversity in external forums 3.2 Identify role of diversity in gaining a competitive advantage for the organisation 3.3 Support organisational efforts to champion diversity

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Identifies, analyses and evaluates complex texts to determine particular diversity requirements
Writing	• Collates ideas and information from various sources • Prepares factual and informative documentation to suit purpose and audience • Records investigation findings according to organisational and legislative requirements
Oral Communication	• Presents information and opinions using language and non-verbal features appropriate to audience • Participates in discussions using listening and questioning to elicit the views of others and to clarify or confirm understanding
Initiative and enterprise	• Takes responsibility for following policies, procedures and legislative requirements • Seeks to improve policies and procedures to better meet organisational goals
Teamwork	• Selects, implements and seeks to improve protocols governing communications to clients and co-workers in a range of work contexts • Collaborates with others to achieve shared goals • Interacts effectively with people from diverse backgrounds
Planning and organising	• Accepts responsibility for planning and sequencing complex tasks and workload, negotiating key aspects with others • Uses analytical skills to decide on appropriate application of diversity policy in a range of complex situations

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	• Investigates new and innovative ideas as a means to continuously improve work practices and processes

Unit Mapping Information

Supersedes and is equivalent to BSBDIV501 Manage diversity in the workplace.

Supersedes but is not equivalent to BSBDIV601 Develop and implement diversity policy.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBTWK501 Lead diversity and inclusion

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- lead diversity and inclusion initiatives for an organisation or work area.

In the course of the above, the candidate must:

- implement strategies to improve awareness of challenges experienced by individuals from diverse groups in the work team
- follow procedures for handling complaints or harassment allegations
- promote the benefits of diversity to others both internally and externally.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisational diversity policy
- organisational processes for feedback on policy
- benefits and competitive advantage of a diverse workforce
- organisational formal and informal complaints procedures
- relevant current legislation regarding:
  - age discrimination
  - disability discrimination
  - racial discrimination
  - sex discrimination
  - human rights
  - equal opportunity.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation, regulations and codes of practice for managing diversity
- workplace diversity policies and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBTWK502 Manage team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to lead teams in the workplace and to actively engage with the management of the organisation.

The unit applies to individuals working at a managerial level who lead and build a positive culture within their work teams. At this level, work will normally be carried out using complex and diverse methods and procedures requiring the exercise of considerable discretion and judgement. It will also involve using a range of problem solving and decision-making strategies.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Unit Sector

Social Competence – Teamwork and Relationships

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish team performance plan	1.1 Identify team purpose, roles, and responsibilities according to organisational and task objectives 1.2 Develop performance plans with expected outcomes, key performance indicators (KPIs) and goals for work team 1.3 Support team members in meeting expected performance outcomes
2. Develop and facilitate team cohesion	2.1 Develop strategies for facilitating team member input into planning, decision making and operational aspects of team tasks 2.2 Develop or modify policies and procedures for promoting team

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ELEMENT	PERFORMANCE CRITERIA
	member accountability for personal work and team tasks 2.3 Provide feedback to team members on team effort and contributions 2.4 Develop processes for identifying and addressing issues, concerns and problems identified by team members
3. Facilitate teamwork	3.1 Encourage team members to participate in and to take responsibility for team activities 3.2 Support the team in identifying and resolving work performance problems 3.3 Promote work team collaboration through individual behaviour
4. Liaise with stakeholders	4.1 Establish and maintain open communication processes with relevant stakeholders 4.2 Communicate information from line management to the team 4.3 Communicate and follow-up unresolved issues, concerns and problems raised by team members with line management 4.4 Address unresolved issues, concerns and problems raised by stakeholders

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Analyses and interprets textual information from the organisation's policies, goals and objectives to establish team goals or to determine corrective action
Writing	• Prepares workplace documentation that communicates complex information clearly and effectively
Oral Communication	• Engages in discussions or provides information using appropriate vocabulary and non-verbal features • Uses listening and questioning techniques to confirm understanding and to engage the audience
Enterprise and initiative	• Identifies how own role contributes to broader organisational goals • Modifies or develops policies and procedures to achieve organisational goals
Teamwork	• Selects and uses appropriate conventions and protocols when communicating with diverse stakeholders • Uses interpersonal skills to gain trust and confidence of team and

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	provides feedback to others in forms that can be understood and used • Adapts personal communication style to build positive working relationships and to show respect for the opinions, values and particular needs of others
Planning and organising	• Develops, implements and monitors plans and processes to ensure team effectiveness • Monitors and actively supports processes and development activities to ensure the team is focused on work outcomes • Plans for unexpected outcomes and implements creative responses to overcome challenges

Unit Mapping Information

Supersedes and is equivalent to BSBWOR502 Lead and manage team effectiveness.

Supersedes but is not equivalent to:

- BSBMGT520 Plan and manage the flexible workforce
- BSBWRK409 Prepare for and participate in dispute resolution.

Links

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Assessment Requirements for BSBTWK502 Manage team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- manage the effectiveness of at least one work team.

In the course of the above, the candidate must:

- provide feedback to encourage, value and reward others
- model desired behaviour and practices
- encourage and foster shared understanding of purpose, roles and responsibilities
- support team to meet expected performance outcomes including providing formal and informal learning opportunities as needed
- develop performance plans with key performance indicators (KPIs), outputs and goals for individuals or the team which incorporate input from stakeholders
- communicate effectively with a range of stakeholders about team performance plans and team performance
- evaluate and take necessary corrective action regarding unresolved issues, concerns and problems raised by internal or external stakeholders.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- impacts of group dynamics on team performance
- methods of establishing team activities including communication processes
- strategies that can support team cohesion, participation and performance
- strategies for gaining consensus
- issue resolution strategies.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace documents relevant to team task objectives.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBXTW301 Work in a team

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 5.0. Version created to rectify typographical error
Release 1	This version first released with BSB Business Services Training Package Version 4.0.

Application

This unit describes the skills and knowledge required to work effectively as part of permanent or project based teams in a workplace within an industry.

This unit applies to a wide range of workers, but has a specific focus on the teamwork skills required for workers with limited responsibility for others.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Cross Sector Skill

Elements and Performance Criteria

Elements Elements describe the essential outcomes.	**Performance Criteria** Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify individual work tasks within a team	1.1 Identify own responsibilities according to organisational policies and procedures 1.2 Identify own role and task requirements within team 1.3 Articulate team structure and roles of other team members 1.4 Plan and prioritise own tasks according to given time frames and

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	team requirements
2. Contribute effectively to team goals	2.1 Identify team goals and own responsibilities relevant to achieving team goals 2.2 Contribute ideas and information in team planning discussions 2.3 Share knowledge and skills with team members to enable effective teamwork and seek or offer support as required
3. Work effectively with team members	3.1 Communicate clearly and respectfully with team members, considering the needs of those from diverse backgrounds and roles 3.2 Collaborate effectively with team members, including those who are working remotely on workplace issues 3.3 Seek and provide assistance and feedback to team members where appropriate
4. Communicate effectively with team leaders	4.1 Receive and confirm understanding of task instructions or directions 4.2 Communicate personal commitments in a timely manner 4.3 Identify and report any issues preventing the completion of workplace tasks, according to organisational requirements 4.4 Seek and act upon feedback to improve personal performance and/or behaviour

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	**Description**
Interact with others	• Uses appropriate communication practices when communicating with others • Cooperates and collaborates with team members
Get the work done	• Plans and implements routine tasks and workload making limited decisions on sequencing, timing and collaboration, seeking assistance in setting priorities • Uses digital technology to find, record or communicate information

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Unit Mapping Information

No equivalent unit. New unit.

Links

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Assessment Requirements for BSBXTW301 Work in a team

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 5.0. Version created to rectify typographical error
Release 1	This version first released with BSB Business Services Training Package Version 4.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria, and foundation skills of this unit, including on at least one occasion, evidence of the ability to:

- identify individual and team roles and responsibilities
- plan assigned tasks according to priorities and deadlines, and in accordance with organisational requirements
- contribute to achievement of team goals
- share knowledge, ideas and problems with team members
- act on feedback in a constructive manner
- collaborate with a remote team member on a workplace issue.
-

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- organisational requirements relevant to working in a workplace team:
  - workplace policies
  - codes of conduct
  - organisational reputation and culture
- typical compositions of workplace teams, and the roles and responsibilities of team members within organisations
- techniques for giving and receiving feedback in a constructive manner
- methods to support team members
- key principles of cross-cultural communication and communication with individuals with special needs or disabilities

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- methods and tools to work with others remotely:
  - collaboration via phone or mobile
  - collaboration via video conference
  - collaboration via other digital tools or software
- issues that may impact team performance and outcomes
- techniques to collaborate effectively with those working remotely.
-

Assessment Conditions

Mandatory conditions for assessment include:

- A safe working or simulated environment

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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CPPCLO3020 Pressure wash and clean surfaces

Modification History

Release	Comment
Release 1	Replaces superseded equivalent CPPCLO3020A Clean using pressure washing. This version first released with CPP Property Services Training Package Version 4.
Release 2	Minor update to typo in the Knowledge Evidence, replace 'distilling' with 'diluting'. This version released with CPP Property Services Training Package Version 5.

Application

This unit of competency specifies the outcomes required to set up and use pressure washing equipment to clean surfaces by producing a variable stream of water or cleaning chemical. The unit covers assessing the extent of the cleaning task, and selecting the equipment, chemicals and cleaning methods required for the task.

The unit supports cleaners who work alone or in teams. It applies in a range of commercial and residential work sites.

No licensing, legislative, regulatory, or certification requirements apply to this unit of competency at the time of endorsement.

Pre-requisite Unit

Nil

Unit Sector

Cleaning operations

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.

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1.	Plan and prepare to clean using pressure washing.	1.1. Type and condition of ***surfaces*** to be pressure washed are assessed, job requirements are reviewed, and issues are clarified.
		1.2. Work site ***hazards*** are assessed and risks controlled according to company, legislative, and ***health and safety requirements***.
		1.3. ***Soil types*** are identified by observation and ***cleaning chemicals*** required for the task are selected and prepared.
		1.4. ***Equipment*** is selected according to job requirements, checked for serviceability, and faults are rectified or reported before starting work.
		1.5. ***Personal protective equipment*** (PPE) is sourced according to manufacturer specifications, and health and safety and company requirements.
		1.6. Signs and barricades are selected and installed according to health and safety, and company requirements.
		1.7. Pre-existing damage is identified and reported according to company requirements.
2.	Use pressure washing equipment and techniques.	2.1. Items requiring protection from pressure spray are covered and secured according to specified requirements.
		2.2. Heavily soiled areas are pre-sprayed according to manufacturer specifications and company requirements.
		2.3. Pressure washing is conducted using equipment and chemicals and according to manufacturer specifications.
		2.4. Hand washing is performed on areas requiring additional treatment, using suitable equipment and chemicals according to manufacturer specifications.
		2.5. Washed area is rinsed using required equipment and allowed to dry.
3.	Tidy work site.	3.1. Collected soil and waste are disposed of according to client and company specifications, and legislative, environmental, and health and safety requirements.
		3.2. Protective coverings are removed and items returned to position according to specified requirements.

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		3.3.	Signs and barricades are removed according to health and safety, and company requirements.
4.	Clean and safety check equipment, and store equipment and chemicals.	4.1.	Equipment and PPE are cleaned, safety checked and stored according to manufacturer specifications and environmental, health and safety, and company requirements.
		4.2.	Unused chemicals are stored or disposed of according to manufacturer specifications, and health and safety and company requirements.

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Skill	Performance feature
Numeracy skills to:	• dilute and mix required chemicals using whole numbers and routine fractions.
Oral communication skills to:	• ask questions to clarify job requirements • respond clearly and concisely to client questions.

Reading skills to:	• interpret directions and safety instructions, including:
	  • equipment operating manuals
	  • product labels
	  • safety data sheets (SDS).

Writing skills to:	• document and report faults in equipment to manufacturer and other personnel.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

Surfaces must include at least three of the following:	• brick, including rendered brick surfaces • concrete, including polished concrete • metal surfaces, including industrial kitchen equipment and industrial machinery

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- painted
- polyresin.

Hazards that must be assessed include:

- biological and environmental contaminants
- chemical exposure via absorption, ingestion and inhalation
- chemical reactivity
- dust and fibre particulates
- electrical
- environmental allergens
- explosions
- fatigue
- fire
- manual handling
- noise
- poor ventilation
- slips, trips and falls
- syringes and sharps
- working in confined spaces.

Health and safety requirements must include:

- access to communication devices when working alone
- compliance with Safe Work Australia regulations and guidelines
- electrical equipment test and tag compliance
- emergency response procedures
- environmental controls
- hazard signs and barricades
- health and safety induction and refresher training
- manual handling techniques
- processes for safely dispensing chemicals
- risk assessment procedures, including:
  - hazardous chemicals register
  - hierarchy of control
  - job safety analyses (JSA) for low-risk situations
  - safe work method statements (SWMS) for high-risk situations
  - incident reporting
- SDS
- selection and use of required PPE
- storage and maintenance of equipment according to manufacturer specifications
- use of first aid according to SDS information.

Soil types must include at least three of the following:

- graffiti
- grease and oil
- mould and mildew

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	• pollution marks.
Cleaning chemicals must include at least one of the following:	• acid cleaners • alkaline cleaners • low environmental impact chemicals • neutral cleaners • solvent cleaners.
Equipment must include at least two of the following:	• brooms • cloths • hoses • lances • pressure washers • squeegees • wet area electrical safety connections.
Personal protective equipment must include at least three of the following:	• ear muffs and plugs • gloves • eye protection • disposable respirators • safety shoes • sun protection • wet-work clothing.

Unit Mapping Information

CPPCLO3020A Clean using pressure washing

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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Assessment Requirements for CPPCLO3020 Pressure wash and clean surfaces

Modification History

Release	Comment
Release 1	Replaces superseded equivalent CPPCLO3020A Clean using pressure washing. This version first released with CPP Property Services Training Package Version 4.
Release 2	Minor update to typo in the Knowledge Evidence, replace 'distilling' with 'diluting'. This version released with CPP Property Services Training Package Version 5.

Performance Evidence

A person demonstrating competency in this unit must satisfy the requirements of the elements, performance criteria, foundation skills and range of conditions of this unit.

The person must also pressure wash three of the following surface types:

- brick, including rendered brick surfaces
- concrete, including polished concrete
- metal surfaces, including industrial kitchen equipment and industrial machinery
- painted
- polyresin.

In doing the above work, the person must:

- remove three of the following different soil types:
  - graffiti
  - grease and oil
  - mould and mildew
  - pollution marks
- identify site hazards and control risks before commencing the task
- identify surface and soil types
- select and prepare required cleaning equipment, including personal protective equipment (PPE) and cleaning chemicals
- use safe and efficient cleaning methods using pressure washing.

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Knowledge Evidence

A person demonstrating competency in this unit must demonstrate knowledge of:

- suitability of different surfaces for pressure washing
- key requirements of legislation, regulations, codes of practice and industry advisory standards relating to cleaning using pressure washing, including industry advisory standards and codes, such as dangerous goods codes
- processes for safely handling and disposing of waste, including:
  - chemicals past their expiry date
  - obsolete equipment
  - disposal of packaging
  - sweeping detritus
  - used containers
  - used or contaminated PPE
  - used or unused chemicals
- safe handling techniques for working with hazardous chemicals, including:
  - emergency chemical spill control measures
  - routes of entry and potential symptoms of exposure to chemicals
  - safe methods for diluting chemicals
  - working according to safety data sheets (SDS)
- range and functionality of equipment used in pressure washing
- procedures for selecting and applying cleaning chemicals required for different surfaces, including:
  - acid cleaners
  - alkaline cleaners
  - low environmental impact chemicals
  - neutral cleaners
  - solvent cleaners.

Assessment Conditions

The following must be present and available to learners during assessment activities:

- equipment:
  - as listed in the range of conditions
  - PPE as listed in the range of conditions
- materials:
  - cleaning chemicals as listed in the range of conditions
- specifications:
  - equipment operating manuals
  - product labels
  - SDS

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- physical conditions:
  - suitable work site with range of surfaces as listed in the performance evidence
- relationships with team members and supervisor:
  - work may be conducted alone or as part of a team.

Timeframe:

- as specified by the task.

Assessor requirements

As a minimum, assessors must satisfy the assessor requirements in the Standards for Registered Training Organisations (RTOs) current at the time of assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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CPPCLO3035 Maintain cleaning storage areas

Modification History

Release	Comment
Release 1	Replaces superseded equivalent CPPCLO2035A Maintain cleaning storage areas. This version first released with CPP Property Services Training Package Version 4.
Release 2	Minor update to typo in the Knowledge Evidence, replace 'distilling' with 'diluting'. This version released with CPP Property Services Training Package Version 5.

Application

This unit of competency specifies the outcomes required to maintain cleaning consumable storage areas to ensure they are accessible to authorised personnel only, that their contents are safely stored, and that equipment is maintained in serviceable condition. It requires the ability to maintain and operate a safe and efficient cleaning storage area following established procedures for storing and using chemicals according to legislative and health and safety requirements. The unit includes the movement and control of equipment, chemicals and consumables used in the provision of cleaning services.

The unit supports cleaners who work alone or in teams. It applies to storage areas in a range of commercial and residential work sites, including cleaners' rooms at a client work site, chemical cupboards, equipment storage bays, and in-built vehicular storage arrangements to keep consumables and equipment secure during transportation.

No licensing, legislative, regulatory, or certification requirements apply to this unit of competency at the time of endorsement.

Pre-requisite Unit

Nil

Unit Sector

Cleaning operations

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.
1. Ensure safety and security of cleaning storage area and its contents.	1.1. ***Storage area*** is secured from unauthorised access according to legislative, company, and ***health and safety requirements***.
	1.2. ***Hazards*** in storage area are assessed and risks controlled according to legislative, company, and health and safety requirements.
	1.3. Safety warning charts and labels are prominently displayed and ***safety information*** is made accessible according to legislative, company, and health and safety requirements.
	1.4. ***Equipment*** is stored, maintained and checked to enable ready access and re-use according to manufacturer specifications and legislative, company, and health and safety requirements.
	1.5. ***Cleaning chemicals*** and ***consumables*** are stored according to manufacturer specifications and legislative, company, and health and safety requirements.
	1.6. ***Personal protective equipment*** (PPE) is cleaned, safety checked and stored, and maintenance requirements are recorded, according to manufacturer specifications, and health and safety and company requirements.
	1.7. Communication tools are stored and used according to company requirements.
	1.8. Storage area is kept accessible and free of obstacles according to practical restrictions of site or vehicle, and health and safety and company requirements.
2. Control equipment, chemical and consumable stock.	2.1. Inventory system of equipment, PPE, chemicals and consumables with maximum and minimum holding levels is maintained according to company requirements.
	2.2. Usage patterns are monitored and chemicals and consumables are re-ordered to maintain required levels according to company requirements.
	2.3. Labelling system of containers is maintained according to manufacturer specifications and legislative, company, and health and safety requirements.

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		2.4.	Chemicals and consumables are issued on a first-in first-out basis according to company requirements.
3.	Handle waste.	3.1.	Collected soil and waste are disposed of according to client and company specifications, and legislative, environmental, and health and safety requirements.
		3.2.	Obsolete equipment and chemicals are identified, collected and disposed of according to manufacturer specifications, and environmental, legislative, company, and health and safety requirements.
4.	Respond to emergency situations.	4.1.	Spillages and emergency situations are responded to in line with emergency response procedures and according to environmental, legislative, company, and health and safety requirements.
		4.2.	Required documentation is completed following an emergency situation and submitted according to environmental, legislative, company, and health and safety requirements.

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Skill	Performance feature
Learning skills to:	• identify and access a range of resources to assist in maintaining security and safety of cleaning storage area.
Numeracy skills to:	• calculate current and required levels of stock.
Oral communication skills to:	• ask questions to clarify job requirements.

Reading skills to:	• interpret simple, structured manufacturer instructions when using equipment and chemicals
	• interpret directions and safety instructions, including:
	  • equipment operating manuals
	  • product labels
	  • safety data sheets (SDS).

Writing skills to:	• report faults in equipment to manufacturer and other personnel • use legible handwriting when recording stock levels and completing incident reports.

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Teamwork skills to:	• work collaboratively with others accessing and using the same storage area.
Initiative and enterprise skills to:	• proactively report the need for additional products or equipment.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

Storage area must include at least one of the following:	• cleaners' room located at client work site • in-vehicular cleaning storage facility.

Health and safety requirements must include:	• access to communication devices when working alone
	• compliance with Safe Work Australia regulations and guidelines
	• electrical equipment test and tag compliance
	• emergency response procedures
	• environmental controls
	• hazard signs and barricades
	• health and safety induction and refresher training
	• manual handling techniques
	• processes for safely dispensing chemicals
	• risk assessment procedures, including:
	  • hazardous chemicals register
	  • hierarchy of control
	  • job safety analyses (JSA) for low-risk situations
	  • safe work method statements (SWMS) for high-risk situations
	  • incident reporting
	• SDS
	• selection and use of required PPE
	• storage and maintenance of equipment according to manufacturer specifications
	• use of first aid according to SDS information.

Hazards that must be assessed include:	• biological and environmental contaminants • chemical exposure via absorption, ingestion and inhalation • chemical reactivity • dust and fibre particulates

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- electrical
- environmental allergens
- explosions
- fatigue
- fire
- manual handling
- noise
- poor ventilation
- slips, trips and falls
- syringes and sharps
- working in confined spaces.

Safety information must include:

- chemical co-location, separation and segregation arrangements
- chemical manifests
- chemical registers
- company policies and procedures relating to workplace safety
- equipment operation manuals
- manufacturer specifications
- product labels
- SDS.

Equipment must include at least five of the following:

- access equipment, such as ladders
- bins
- brooms
- buckets
- buffers
- cleaning trolleys
- cloths
- cobwebbers
- doodle bag holders
- drop sheets
- drying equipment
- dustpans and brushes
- dusters
- extension poles
- extraction units
- wands
- hoses
- microfibre products
- mops
- polishers
- pressure-washing equipment and attachments
- scouring pads
- scrapers

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	• scrubbers • sponges • spray bottles • squeegees • steam cleaners • sweepers • vacuum cleaners and attachments • window cleaning equipment • work site communication devices.
Cleaning chemicals must include at least one of the following:	• acid cleaners • alkaline cleaners • low environmental impact chemicals • neutral cleaners • solvent cleaners.
Consumables must include at least two of the following:	• air fresheners • hand towels • liner bags • soap • toilet paper.
Personal protective equipment must include at least two of the following:	• disposable respirators • eye protection • gloves • protective clothing • safety shoes.

Unit Mapping Information

CPPCLO2035A Maintain cleaning storage areas

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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Assessment Requirements for CPPCLO3035 Maintain cleaning storage areas

Modification History

Release	Comment
Release 1	Replaces superseded equivalent CPPCLO2035A Maintain cleaning storage areas. This version first released with CPP Property Services Training Package Version 4.
Release 2	Minor update to typo in the Knowledge Evidence, replace 'distilling' with 'diluting'. This version released with CPP Property Services Training Package Version 5.

Performance Evidence

A person demonstrating competency in this unit must satisfy the requirements of the elements, performance criteria, foundation skills and range of conditions of this unit.

The person must also maintain one of the following cleaning storage areas:

- cleaners' room located at client work site
- in-vehicular cleaning storage facility used to transport cleaning equipment from site to site.

In doing the above work, the person must:

- maintain cleaning storage area and stock levels, ensuring correct storage of equipment, chemicals and consumables required for work site and client requirements
- maintain the security and accessibility of storage area
- maintain accurate labelling of chemicals
- maintain legible stock control records and documentation
- access each of the following documentation:
  - accident and incident reporting documentation
  - job sheets
  - health and safety control procedures, forms and documentation
  - safety data sheets (SDS).

In doing the above work, the person must also implement correct emergency response procedures in the event of a chemical spillage on site or inside the cleaning storage area, including:

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- undertaking correct clean-up procedures, including erecting required signs and barricades
- accurately and legibly completing required incident reporting documentation.

Knowledge Evidence

A person demonstrating competency in this unit must demonstrate knowledge of:

- application and operation of on-site communication tools, including:
  - mobile telephones
  - noticeboards
  - two-way radios
  - whiteboards
- documentation requirements in the event of an incident or accident
- environmental requirements relating to maintaining cleaning storage areas, including:
  - clean-up, containment and isolation procedures
  - environmental protection agency requirements relating to maintaining cleaning storage areas
  - use of low-energy cleaning methods
  - use of low-moisture cleaning methods
  - use of low water-use equipment and water-efficient cleaning methods
  - use of non-chemical cleaning methods
- key requirements of legislation, regulations, codes of practice and industry advisory standards relating to maintaining cleaning storage areas, including:
  - health and safety legislation
  - industry advisory standards and codes, such as dangerous goods codes
- safe handling techniques for working with hazardous chemicals, including:
  - emergency chemical spill control measures
  - routes of entry and potential symptoms of exposure to chemicals
  - safe methods for diluting chemicals
  - working according to SDS
- procedures for safe treatment and handling of the following waste:
  - chemicals past their expiry date
  - obsolete equipment
  - packaging
  - used containers
  - used or contaminated personal protective equipment (PPE)
  - used or unused chemicals
- processes for inventory and stock control and ordering replenishment stock
- manufacturer specifications for equipment and chemicals being used.

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Assessment Conditions

The following must be present and available to learners during assessment activities:

- equipment:
  - as listed in the range of conditions
  - PPE as listed in the range of conditions
- materials:
  - cleaning chemicals as listed in the range of conditions
  - consumables as listed in the range of conditions
- contingencies:
  - handling of chemicals that are past expiry
  - disposal of contaminated PPE and materials
  - handling of emergency situations
- specifications:
  - equipment operating manuals
  - product labels
  - SDS
- physical conditions:
  - access to commercial or residential cleaning site with suitable cleaning storage area
- relationships with team members and supervisor:
  - work may be conducted alone or as part of a team.

Timeframe:

- as specified by the task.

Assessor requirements

As a minimum, assessors must satisfy the assessor requirements in the Standards for Registered Training Organisations (RTOs) current at the time of assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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CPPCLO3036 Clean at heights

Modification History

Release 1.

Replaces superseded equivalent CPPCLO3036A Clean at high levels.

This version first released with CPP Property Services Training Package Version 4.

Application

This unit of competency specifies the outcomes required to clean at heights above two metres from the ground or from a solid floor construction. It covers assessing the extent of the cleaning task and selecting the required equipment, chemicals and cleaning methods. Cleaning at heights may occur indoors or outdoors and can involve the use of specialised equipment to access the area to be cleaned.

The unit supports cleaners who work alone or in teams. It applies in a range of commercial and residential work sites. The unit does not apply to work requiring the use of elevated work platforms.

No licensing, legislative, regulatory, or certification requirements apply to this unit of competency at the time of endorsement.

Pre-requisite Unit

Nil

Unit Sector

Cleaning operations

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.
1.	Identify work area	1.1. Work area and job requirements are identified and need

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	requirements.		for access equipment is confirmed according to work instructions.
		1.2.	Method of accessing work area is identified according to ***safe work method statement*** (SWMS).
		1.3.	Access equipment is selected, set up and inspected for defects, and issues are reported and rectified before commencing cleaning tasks.
		1.4.	Safe work methods for moving cleaning equipment and chemicals are identified to minimise risks.
		1.5.	Personal protective equipment (PPE) is selected according to the work task, manufacturer specifications, and health and safety and company requirements.
		1.6.	Tasks are sequenced to ensure maximum efficiency for completing cleaning requirements.
		1.7.	Drop sheets are placed on floor, furniture and equipment as required and according to client and site requirements.
2.	Access area to be cleaned.	2.1.	***Fall protection system*** where required is correctly fitted, adjusted and anchored.
		2.2.	Work site ***hazards*** are assessed and risks controlled according to company, legislative, and ***health and safety requirements***.
		2.3.	Access equipment is inspected for defects, and issues are reported and rectified within scope of own responsibilities according to health and safety requirements.
		2.4.	Cleaning equipment and chemicals are positioned to eliminate risk of items falling.
3.	Conduct cleaning tasks.	3.1.	Cleaning is conducted following approved procedures and SWMS.
		3.2.	Communication with team members and other site personnel is maintained as required to progress cleaning tasks within agreed timelines.
		3.3.	Fall protection system is kept in place and adjusted to cater for movement during cleaning process.
		3.4.	Scaffold components and fall barriers are kept in place during cleaning process.

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	3.5. Work area is exited following SWMS and supervisor-approved methods for moving self, cleaning equipment and chemicals to ground level.

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Skill	Performance feature
Numeracy skills to:	• dilute and mix chemicals required for cleaning tasks using whole numbers and routine fractions.
Oral communication skills to:	• ask questions to clarify job requirements.

Reading skills to:	• interpret safety instructions in a range of texts, including:
	  • equipment manuals
	  • safety data sheets (SDS).

Writing skills to:	• document and report faults in equipment to manufacturer and other personnel.
Planning and organising skills to:	• locate and apply instructions for cleaning tasks • plan and schedule cleaning tasks.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

Safe work method statement must include:	• tools and equipment, including PPE prescribed by legislation, regulations, and work site and workplace requirements • establishing exclusion areas using signs and barricades • hazard identification and risk assessment for work site and job tasks • health and safety and environmental requirements mandated by regulatory authorities, work site safety plan, and workplace procedures • risk control measures to be implemented for job tasks • safe operating procedures for:

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- accessing, moving within, and leaving work site
- moving and placing tools, equipment and materials
- using tools and equipment at heights.

Fall protection systems must include at least one of the following:

- lanyards
- harness.

Hazards that must be assessed include:

- biological and environmental contaminants
- chemical exposure via absorption, ingestion and inhalation
- chemical reactivity
- dust and fibre particulates
- electrical
- environmental allergens
- explosions
- fatigue
- fire
- manual handling
- noise
- poor ventilation
- slips, trips and falls
- syringes and sharps
- working in confined spaces.

Health and safety requirements must include:

- access to communication devices when working alone
- compliance with Safe Work Australia regulations and guidelines
- electrical equipment test and tag compliance
- emergency response procedures
- environmental controls
- hazard signs and barricades
- health and safety induction and refresher training
- manual handling techniques
- processes for safely dispensing chemicals
- risk assessment procedures, including:
  - hierarchy of control
  - job safety analyses (JSA) for low-risk situations
  - SWMS for high-risk situations
  - incident reporting
- SDS
- selection and use of required PPE
- storage and maintenance of equipment according to manufacturer specifications
- use of first aid according to SDS information.

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Unit Mapping Information

CPPCLO3036A Clean at high levels

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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Assessment Requirements for CPPCLO3036 Clean at heights

Modification History

Release 1.

Replaces superseded equivalent CPPCLO3036A Clean at high levels.

This version first released with CPP Property Services Training Package Version 4.

Performance Evidence

A person demonstrating competency in this unit must satisfy the requirements of the elements, performance criteria, foundation skills and range of conditions of this unit.

The person must also:

- identify, assess and manage risks while completing three different cleaning tasks at a height above two metres from the ground or from a solid floor construction, with one of the cleaning tasks requiring the use of a fall protection system
- transport cleaning equipment and chemicals to the above work areas
- complete the above cleaning tasks using the transported cleaning equipment and chemicals
- return the cleaning equipment and chemicals to ground level at job completion.

In doing the above work, the person must:

- locate, interpret and apply cleaning task information, standards and specifications
- select, prepare and use required access and fall protection system and work methods
- safely and effectively use tools, plant and equipment
- communicate and work effectively and safely with others.

Knowledge Evidence

A person demonstrating competency in this unit must demonstrate knowledge of:

- key requirements of legislation, regulations, codes of practice and industry advisory standards relating to cleaning at heights, including:
  - Australian standards and codes of practice for the safe use of ladders
  - work health and safety legislation when cleaning at heights
- preparation and safe use of access equipment when cleaning, including:
  - bosun chairs

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  - building maintenance units
  - extension poles
  - industrial rope access
  - ladders, including extension ladders
  - scaffolding
  - water-fed extension brooms
- processes for identifying and reporting faults in access equipment and fall protection systems.

Assessment Conditions

The following must be present and available to learners during assessment activities:

- equipment:
  - access equipment required for site
  - cleaning equipment required for task
  - fall protection systems required for site
  - signs and barricades required for task
- materials:
  - cleaning products required for task
- specifications:
  - safe work method statement (SWMS)
- physical conditions:
  - suitable venue with cleaning required at least two metres above ground or a solid floor construction
  - suitable weather conditions if task performed outdoors
- contingencies:
  - faults in access equipment
- relationships with team members and supervisor:
  - work may be conducted alone or as part of a team.

Timeframe:

- as specified by the task.

Assessor requirements

As a minimum, assessors must satisfy the assessor requirements in the Standards for Registered Training Organisations (RTOs) current at the time of assessment.

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Links

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CPPCLO3038 Clean food-handling areas

Modification History

Release 1.

Replaces superseded equivalent CPPCLO3038A Clean food-handling areas.

This version first released with CPP Property Services Training Package Version 4.

Application

This unit of competency specifies the outcomes required to clean areas where food is dispatched, handled, inspected, packaged, prepared, processed, received, stored and transported. The unit covers assessing the extent of the cleaning task and selecting required cleaning equipment, chemicals and methods.

The unit supports cleaners who work alone or in teams. It applies in a range of commercial and residential work sites, including food courts and commercial or industrial food-processing kitchens or plants.

No licensing, legislative, regulatory, or certification requirements apply to this unit of competency at the time of endorsement.

Pre-requisite Unit

Nil

Unit Sector

Cleaning operations

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.
1. Plan and prepare to clean	1.1. Work site ***hazards***, including cross-contamination, are assessed and risks controlled according to company,

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	food-handling areas.		legislative, and ***health and safety requirements***.
		1.2.	Requirements of food-safety program applicable to the area are accessed, interpreted and applied to planning.
		1.3.	***Surfaces*** and ***soil types*** are identified by observation, and cleaning techniques and ***cleaning chemicals*** required for task are selected and prepared.
		1.4.	***Equipment*** is selected, checked for serviceability and compliance with cleaning and sanitation requirements of food-safety program, and faults are rectified or reported before starting work.
		1.5.	***Personal protective equipment*** (PPE) is sourced according to manufacturer specifications, and health and safety and company requirements.
		1.6.	***Consumables*** are obtained to meet anticipated usage patterns according to company requirements.
		1.7.	Signs and barricades are selected and installed according to health and safety, and company requirements.
2.	Replenish consumables and remove waste.	2.1.	Consumables are replenished according to client and company requirements.
		2.2.	Rubbish bins are emptied, cleaned and sanitised according to specified requirements, and new replacement bin liners are inserted.
		2.3.	Collected soil and waste are disposed of according to client and company specifications, and legislative, environmental, and health and safety requirements.
3.	Clean food-handling surfaces.	3.1.	Loose dirt and debris are removed from food-handling surfaces prior to applying cleaning treatment.
		3.2.	Physical movement around food-handling areas is conducted according to food-safety program.
		3.3.	Chemicals are applied to surfaces and allowed to dwell according to manufacturer specifications and company requirements.
		3.4.	Surfaces are thoroughly rinsed and allowed to dry according to company requirements.
		3.5.	Practices inconsistent with food-safety program are reported according to company requirements.

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4.	Sanitise food-handling surfaces.	4.1.	Chemical sanitisers or heat are applied to food-handling surfaces according to job requirements.
		4.2.	Surfaces are thoroughly rinsed and allowed to dry according to company requirements.
5.	Clean, safety check and store equipment.	5.1.	Signs and barricades are removed according to health and safety, and company requirements.
		5.2.	Equipment and PPE are cleaned, safety checked and stored according to manufacturer specifications and environmental, health and safety, and company requirements.
		5.3.	Unused chemicals are stored or disposed of according to manufacturer specifications, and health and safety and company requirements.

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Skill	**Performance feature**
Learning skills to:	• source and apply requirements of different food-safety programs to different food-handling environments.
Numeracy skills to:	• perform calculations required for diluting and mixing chemicals as specified on product labels.
Oral communication skills to:	• ask questions to clarify job requirements.

Reading skills to:	• interpret manufacturer instructions when using equipment and preparing chemicals
	• read and interpret directions and safety instructions, including:
	  • chemical labels
	  • safety data sheets (SDS).

Writing skills to:	• document and report faults in equipment to manufacturer and other personnel.

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Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

Hazards that must be assessed include:

- biological and environmental contaminants
- chemical exposure via absorption, ingestion and inhalation
- chemical reactivity
- dust and fibre particulates
- electrical
- environmental allergens
- explosions
- fatigue
- fire
- manual handling
- noise
- poor ventilation
- slips, trips and falls
- sharps.

Health and safety requirements must include:

- access to communication devices when working alone
- compliance with Safe Work Australia regulations and guidelines
- electrical equipment test and tag compliance
- emergency response procedures
- environmental controls
- hazard signs and barricades
- health and safety induction and refresher training
- manual handling techniques
- processes for safely dispensing chemicals
- risk assessment procedures, including:
  - hazardous chemicals register
  - hierarchy of control
  - job safety analyses (JSA) for low-risk situations
  - safe work method statements (SWMS) for high-risk situations
  - incident reporting
- SDS
- selection and use of required PPE
- storage and maintenance of equipment according to manufacturer specifications
- use of first aid according to SDS information.

Surfaces must include

- ceramics and porcelain

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at least five of the following:	• chrome • concrete • floors and walls • fridge and freezer seals • glass • laminate • metal • paint • plastic • stainless steel • stone • terracotta • vinyl.
Soil types must include at least three of the following:	• baked-on food and grease • dust • food and drink stains • food and drink residue • grease and oil • litter • mould • rust • tannin stains.
Cleaning chemicals must include at least one of the following:	• acid cleaners • alkaline cleaners • low environmental impact chemicals • neutral cleaners • solvent cleaners.
Equipment must include at least five of the following:	• brooms • brushes and dustpan • buckets • cleaning trolleys • cloths • disposable wipes • doodle bugs • hoses and nozzles • mops • sharps disposal units • scourers • scrapers • scrubbing and polishing machines • scrubbing brushes • tongs

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	• squeegees.
Personal protective equipment must include at least two of the following:	• disposable respirators • eye protection • gloves • hair nets • safety shoes • tongs.
Consumables must include at least two of the following:	• air fresheners • bin liners • disposable gloves • paper hand towels • liquid hand-soap.

Unit Mapping Information

CPPCLO3038A Clean food-handling areas

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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Assessment Requirements for CPPCLO3038 Clean food-handling areas

Modification History

Release 1.

Replaces superseded equivalent CPPCLO3038A Clean food-handling areas.

This version first released with CPP Property Services Training Package Version 4.

Performance Evidence

A person demonstrating competency in this unit must satisfy the requirements of the elements, performance criteria, foundation skills and range of conditions of this unit.

The person must also clean three of the following different food-handling areas:

- commercial food-preparation area
- commercial food-processing area
- food court
- food storage area
- refrigeration area
- public food-handling area
- residential food-handling area.

In doing the above work, the person must:

- identify and control site hazards, including contamination hazards, before commencing cleaning, and take steps to prevent identified hazards
- identify type of surfaces and soil present in the work area
- select cleaning equipment required for the task
- fit and use personal protective equipment (PPE) as required by work tasks to meet food business requirements
- maintain housekeeping standards in food-handling area and dispose of waste to meet food-handling requirements
- maintain personal hygiene to ensure that food safety is not compromised
- replenish two different types of consumables.

Knowledge Evidence

A person demonstrating competency in this unit must demonstrate knowledge of:

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- methods for cleaning food-handling areas, including the use of microfibre products
- methods for cleaning surfaces in food-handling areas
- cleaning and sanitation requirements of food-handling areas, including:
  - required chemicals, equipment and cleaning methods
  - personal hygiene practices, including:
    - clothing and footwear requirements associated with working and moving in and between food-handling and non food-handling areas
    - washing hands before entering food-handling areas
- key requirements of legislation, regulations, codes of practice and industry advisory standards relating to cleaning food-handling areas, including Food Safety Standard 3.2.2, Clause 17:3
- processes for safely handling and disposing of waste, including:
  - chemicals past their expiry date
  - obsolete equipment
  - disposal of packaging
  - sweeping detritus
  - used containers
  - used or contaminated PPE
  - used or unused chemicals
- processes for recording and reporting health conditions and illness as required by workplace food-safety procedures
- purpose and operation of food-safety program as it applies to cleaning food-handling areas, including specifications for:
  - how hazards can be controlled
  - how controls are monitored
  - corrective actions required if conditions are not met
  - information to be recorded and procedures to be signed off
  - key requirements of legislation and regulations relating to work in food-handling areas
  - responsibilities for any person visiting or working in food-handling areas
  - minimum procedures to ensure person does not:
    - contaminate food
    - have unnecessary contact with ready-to-eat food
    - spit, smoke or use tobacco or similar in food-handling areas
- range of potential contamination hazards in food-handling areas, including:
  - chemical contamination of food caused by cleaning and sanitation chemicals
  - microbiological contamination of food resulting from cross-contamination when moving into and between food-handling areas
  - physical contamination of food caused by metal, glass, plastic and cloths used in the cleaning process
- routes of entry and potential symptoms of exposure to chemicals

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- types and application of different signs and barricades to be installed prior to cleaning, including:
  - physical barricades and restraints erected to restrict access to site
  - signs complying with legislative requirements and Australian standards warning of danger or adverse conditions, including:
    - cleaning in progress
    - hazardous chemicals in use or present in work area.

Assessment Conditions

The following must be present and available to learners during assessment activities:

- equipment:
  - as listed in the range of conditions
  - PPE as listed in the range of conditions
- materials:
  - cleaning chemicals as listed in the range of conditions
  - consumables as listed in the range of conditions
- specifications:
  - Food Safety Standard 3.2.2, Clause 17:3
  - food-safety program
  - work instructions and schedules
- physical conditions:
  - work site with food-handling areas
- relationships with team members and supervisor:
  - work may be conducted alone or as part of a team.

Timeframe:

- as specified by the task.

Assessor requirements

As a minimum, assessors must satisfy the assessor requirements in the Standards for Registered Training Organisations (RTOs) current at the time of assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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FBPAUD4001 Assess compliance with food safety programs

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the 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.

This unit applies to individuals who undertake regulatory, commercial or internal audits.

This unit supports relevant legislation, including food standards included in the Australia New Zealand Food Standards Code, industry codes of practice relating to validation and verification of a food safety program, and the audit requirements detailed in the National Regulatory Food Safety Auditor Guideline and Policy, and should be read in conjunction with these documents.

Regulatory food safety audits in Australia are covered by state/territory legislative frameworks that support the requirements of the National Food Safety Audit Policy 2009.

Pre-requisite Unit

Nil

Unit Sector

Food safety auditing (AUD)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan the audit	1.1 Develop an audit plan to meet the audit scope 1.2 Ensure the plan is capable of delivering the required outcomes

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	within resource and time allocations 1.3 Ensure the plan includes audit purpose, scope and relevant templates or approved food safety program 1.4 Identify activities and responsibilities for the audit 1.5 Identify audit timing, including timetable for each stage of the audit 1.6 Identify resource, personnel and reporting requirements 1.7 Identify follow-up and completion procedures 1.8 Identify and establish communication protocols 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 Define the food and the method of distribution 2.2 Identify customers and intended use of food 2.3 Describe and document the process 2.4 Ensure 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 Assess the documented food safety program and related procedures and prerequisite programs to confirm that they have a prescriptive tool or have been validated by a technical expert 3.2 Review the food business's method of identifying and analysing food safety hazards 3.3 Select templates, or the approved food safety program, to meet audit scope 3.4 Adapt templates, or the approved food safety program, to suit the needs of the business without adversely affecting food safety 3.5 Review documented verification records to confirm that the requirements of the food safety program are being met 3.6 Assess corrective actions required, where processes are identified as not meeting targets or critical limits, to confirm they meet the requirements of the template or food safety program 3.7 Assess food safety prerequisite programs to confirm they are appropriate for the food business or industry sector to maintain a safe food environment 3.8 Review food safety program documents to confirm currency, accuracy and adequacy to facilitate maintenance of an adequate food

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	safety program
4. Collect evidence to review and assess implementation of food safety programs	4.1 Collect evidence to confirm that documented programs and procedures are working effectively, reflect actual practice and are consistently applied 4.2 Collect evidence to confirm that food safety monitoring and corrective actions are carried out according to procedure 4.3 Collect evidence to confirm that safety prerequisite programs are effective and consistently followed 4.4 Collect evidence to confirm that food safety records are completed and provide an accurate record of events 4.5 Collect evidence to confirm that records are accessed and analysed to confirm effective program maintenance according to the template or food safety program 4.6 Collect evidence to confirm that food safety skills and knowledge of food business personnel is commensurate with their work role 4.7 Collect evidence to confirm that the food safety program has been internally monitored and assessed, updated and improved by a technical expert
5. Manage the audit process	5.1 Monitor audit progress against the audit plan, and identify and address any variation to plan 5.2 Identify and negotiate circumstances requiring the audit plan to be adjusted in a timely manner 5.3 Ensure audit addresses audit scope and is conducted within time and resource constraints to meet quality and professional standards 5.4 Review the audit process to identify opportunities for improvement
6. Consolidate audit outcomes	6.1 Analyse and assess audit evidence to identify any areas of non-compliance with legislation and/or the food safety program 6.2 Identify and classify non-conformities as agreed by the audit plan 6.3 Report non-conformities according to agreed client and/or legislative requirements 6.4 Prepare and submit audit reports and/or certificates or present as required to meet regulatory and client requirements 6.5 Ensure a corrective action implementation plan defining proposed actions and timelines developed by the auditee is reviewed to confirm

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	that template or food safety program requirements are met 6.6 Review audit findings to confirm that evidence is sufficient as defined by the template or approved food safety program
7. Confirm and close out corrective actions	7.1 Monitor and verify implementation and effectiveness of corrective action against the template or the approved food safety program 7.2 Maintain audit records to record corrective actions

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret food safety guidelines and regulations • Interpret product quality and workplace procedures
Navigate the world of work	• Apply knowledge of regulations and policies relevant to workplace food safety programs • Monitor adherence to legal and regulatory standards and responsibilities
Get the work done	• Plan, monitor and manage relatively complex, routine and non-routine tasks, making adjustments as necessary • Use digital tools to monitor processes and access and organise complex data

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPAUD4001 Assess compliance with food safety	FDFAU4001A Assess compliance with food safety programs	Updated to meet Standards for Training Packages	Equivalent unit

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programs			

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPAUD4001 Assess compliance with food safety programs

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has assessed a minimum of two different food safety programs, 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, including:

- confirming that the food safety program and/or template is appropriate to the activities of the business and complies with requirements of the Australia New Zealand Food Standards Code
- reviewing food safety program records to assess compliance against the approved food safety program and/or template
- collecting and analysing evidence to confirm that the food safety program is consistently followed and controls all critical risks
- identifying circumstances where variation or customising of the template or food safety program requires further validation
- submitting at least one non-compliance report to clearly identify the aspects of the food safety program that have broken down or need further development in order to prevent recurrence.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- Australia New Zealand Food Standards Code, including information on labelling and product ingredients, relevant to the business
- required content and scope of food safety programs as defined in the National Food Safety Standard 3.2.1 or other relevant standards

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- 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, including underweights, true and accurate descriptions, and accuracy of claims (e.g. organic, free range)
- 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 International Organization for Standardization (ISO) 19011:2011
- existence of international standards that cover traceability of food and the food chain supply, consumer product recalls, quality and food safety management systems
- personal attributes required of food safety auditors, including those outlined in ISO 19011:2011, 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
- information handling and management system protocols, including 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 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 knowledge of the food safety and food hygiene relevant to the food business.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:

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    - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
    - plant and equipment that would typically be used in a commercial manufacturing business
- specifications:
    - food safety plans
    - 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.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPAUD4002 Communicate and negotiate to conduct food safety audits

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to select and use appropriate methods of communication and negotiation to support audit processes.

This unit applies to individuals who undertake regulatory, commercial or internal audits. This includes taking responsibility for their own work and providing and communicating solutions to a range of predictable and sometimes unpredictable problems.

This unit supports relevant legislation, including food standards included in the Australia New Zealand Food Standards Code, industry codes of practice relating to validation and verification of a food safety program, and the audit requirements detailed in the National Regulatory Food Safety Auditor Guideline and Policy, and should be read in conjunction with these documents.

Regulatory food safety audits in Australia are covered by state/territory legislative frameworks that support the requirements of the National Food Safety Audit Policy 2009.

Pre-requisite Unit

Nil

Unit Sector

Food safety auditing (AUD)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop a communication plan to support audit processes	1.1 Define and agree on scope of audit with client 1.2 Define, communicate and agree on roles and responsibilities of all personnel involved in the audit process, including those for whom English is a second language 1.3 Determine and agree on appropriate communication methods and protocols and specific arrangements, including reporting requirements 1.4 Document the communication plan
2. Select and use appropriate communication methods to conduct an audit	2.1 Select communication methods to take account of system owner and food business requirements, workplace culture and individual differences 2.2 Use appropriate communication methods to establish and maintain effective client relationships 2.3 Interpret information provided by the auditee in the context of the industry sector, language and culture of the business 2.4 Apply communication techniques to encourage all relevant parties to participate and express views throughout audit
3. Negotiate to achieve agreement on audit outcomes	3.1 Identify and clarify areas of disagreement over audit outcomes with the auditee 3.2 Seek understanding on actions to be followed to resolve outstanding issues 3.3 Treat auditee’s views with respect 3.4 Explore options for resolving differences to reach agreement and meet audit timeline and resource parameters 3.5 Explore appropriate issue resolution strategies to increase the likelihood of agreement on steps required to conclude the audit 3.6 Manage the negotiation process to maintain constructive client relationships 3.7 Report any areas of continuing non-compliance that result from unresolved differences to system owners and appropriate authorities as required

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	• Document communication plan and audit outcomes in an appropriate format to support the food safety audit process
Get the work done	• Use problem-solving skills to identify and analyse non-conformance

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPAUD4002 Communicate and negotiate to conduct food safety audits	FDFAU4002A Communicate and negotiate to conduct food safety audits	Updated to meet Standards for Training Packages Minor changes to Application and Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPAUD4002 Communicate and negotiate to conduct food safety audits

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has used and applied appropriate communication methods in a food safety audit situation, with a minimum of two different clients or auditees, including:

- a situation where a number of workers have limited English language and literacy skills
- a conflict-based situation where the outcomes are contested by the auditee.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- legislation that impacts on acceptable communication methods and conduct, including anti-discrimination, anti-harassment and privacy legislation
- language relevant to audit process, including terms and jargon to describe food safety legislation, technical processes and industry standards
- effective communication strategies to communicate at different stages of the audit, including to collect audit evidence, provide and present information, facilitate meeting processes, facilitate issue management and conflict resolution, and communicate audit findings
- 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.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - case studies of audit findings, including those that involve workers with limited English language and literacy skills, and those that are disputed by the auditee
- relationships:
  - interactions with food production clients and workers.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPAUD4003 Conduct food safety audits

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to verify and confirm validation of food safety programs in the context of food safety legislation and client requirements.

This unit applies to individuals who conduct on-site audits, and is relevant to regulatory and commercial food safety system auditors who may be auditing food safety in various contexts.

This unit supports relevant legislation, including food standards included in the Australia New Zealand Food Standards Code, industry codes of practice relating to validation and verification of a food safety program, and the audit requirements detailed in the National Regulatory Food Safety Auditor Guideline and Policy, and should be read in conjunction with these documents.

Regulatory food safety audits in Australia are covered by state/territory legislative frameworks that support the requirements of the National Food Safety Audit Policy 2009.

Pre-requisite Unit

Nil

Unit Sector

Food safety auditing (AUD)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Define the scope of the audit	1.1 Identify audit scope and define the extent of the audit to meet legislative and audit client requirements

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Ensure audit criteria meet legislative and client requirements 1.3 Ensure the definition and levels of non-conformity and related reporting responsibilities are identified as consistent with legislative requirements and client requirements 1.4 Identify evidence required to address audit scope and criteria, and select appropriate collection methods 1.5 Review food safety management system documents to determine adequacy for the purposes of the audit
2. Plan the audit	2.1 Develop an audit plan that includes definitions and levels of non-conformity to meet the audit scope 2.2 Identify activities and responsibilities for the audit 2.3 Identify audit timing, including timetable for each stage of the audit 2.4 Identify resource, personnel and reporting requirements 2.5 Identify follow-up and completion procedures 2.6 Establish communication protocols to facilitate the effective exchange of information and suited to the auditee environment
3. Conduct the audit	3.1 Communicate information on the audit scope and methodology in an effective and timely manner 3.2 Follow stages and activities of the audit process 3.3 Review methods used by the food business to carry out preliminary work, identify food safety hazards and assess level of risk to confirm that they are appropriate and correctly applied 3.4 Identify and evaluate evidence used by the food business to support identification of control measures and establish control limits to determine adequacy and relevance 3.5 Review methods used by the food business to control hazards and determine corrective action where processes are identified as not meeting targets or critical limits to confirm they are adequate, effective and appropriate 3.6 Collect evidence to confirm that the documented food safety policies and procedures are working effectively, reflect actual practice and are consistently applied
4. Manage the audit	4.1 Monitor audit progress against the audit plan, and identify and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
process	address any variation to plan 4.2 Identify and negotiate circumstances requiring the audit plan to be adjusted in a timely manner 4.3 Ensure audits address audit scope and are conducted within time and resource constraints to meet quality and professional standards 4.4 Review the audit process to identify opportunities for improvement
5. Consolidate audit outcomes	5.1 Analyse and assess evidence to identify any areas of non-compliance with legislation and/or client requirements as appropriate to the audit scope 5.2 Identify and classify non-conformities as agreed by the audit plan 5.3 Report non-conformities according to agreed client and/or legislative requirements 5.4 Communicate audit findings to the auditee 5.5 Prepare and submit audit reports and/or certificates or present as required to meet regulatory and client requirements 5.6 Review corrective actions proposed by the auditee in response to non-conformances for compliance with the template or food safety program 5.7 Review audit findings to confirm that evidence is appropriate and sufficient and findings are accurate 5.8 Review the food safety management system to identify areas of potential improvement of the system according to audit scope
6. Confirm and close out corrective actions	6.1 Monitor and verify implementation and effectiveness of corrective actions, and identify and address any variation to the food safety plan 6.2 Maintain audit records to record corrective actions

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret legislation and audit guidelines
Interact with others	• Select and use communication strategies appropriate for purpose when interacting with work colleagues and customers
Get the work done	• Use problem-solving skills to identify and analyse non-conformance

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPAUD4003 Conduct food safety audits	FDFAU4003A Conduct food safety audits	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPAUD4003 Conduct food safety audits

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has effectively planned and conducted a food safety audit, for a minimum of one client, that complies with legal and client requirements, including:

- preparing audit documentation
- preparing a final audit report that refers to:
  - non-conformity reports
  - corrective action reports
  - follow-up reports
  - suggestions for improvements to the food safety management system and to the audit process.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- auditor roles and responsibilities, including:
  - audit activities and stages, including guidelines on audit stages and activities as outlined in International Organization for Standardization (ISO) 19011:2011
  - personal attributes required of food safety auditors, including those outlined in ISO 19011:2011, 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

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  - 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, including:
  - 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 using critical control points 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
  - 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, including workplace health and safety, 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, including using critical control points to control food safety hazards
  - information handling and management system protocols, including rights of access to information, maintenance of confidentiality of audit information and reports and information dissemination requirements
- food safety legislation, including:
  - 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 Australia New Zealand 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

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  - 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, including:
  - 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 (flow chart) and check accuracy and completeness
  - methods used to 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, the evidence collection options relevant to a given audit situation, the reliability of each collection method and the range and 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
  - the context in which audits are conducted, including workplace culture and preferred communication methods, industry, process and/or product knowledge and related jargon
  - requirements for recording audit information and reporting.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - plant and equipment that would typically be used in a commercial food manufacturing business
- specifications:
  - food safety plans

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- food safety-related documentation typical of commercial food 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.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPAUD4004 Identify, evaluate and control food safety hazards

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes 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.

This unit applies to individuals who are responsible for auditing regulatory, commercial and internal food safety systems.

This unit supports relevant legislation, including food standards included in the Australia New Zealand Food Standards Code, industry codes of practice relating to validation and verification of a food safety program, and the audit requirements detailed in the National Regulatory Food Safety Auditor Guideline and Policy, and should be read in conjunction with these documents.

Regulatory food safety audits in Australia are covered by state/territory legislative frameworks that support the requirements of the National Food Safety Audit Policy 2009.

Pre-requisite Unit

Nil

Unit Sector

Food safety auditing (AUD)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify food safety hazards in a food	1.1 Identify biological food safety hazards that could present a risk in the food at the point of consumption by type, origin and food

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
business	association, and assess to determine risk level and control requirements 1.2 Identify allergenic food safety hazards that could present a risk in the food at the point of consumption, and assess to determine risk level and control requirements 1.3 Identify intrinsic and extrinsic chemical food safety hazards that could present a risk in the food at the point of consumption, including toxin presence by type, origin and food association, and assess to determine risk level and control requirements 1.4 Identify and assess physical food safety hazards that present a risk in food to determine control requirements
2. Control food safety hazards in a food business	2.1 Establish and validate processing hazards and related control measures and critical limits, monitoring and recording requirements to eliminate or reduce food safety hazards to acceptable levels 2.2 Determine food storage and handling requirements necessary to eliminate or reduce food safety hazards 2.3 Establish personal hygiene practices required to eliminate or reduce food safety hazards 2.4 Establish cleaning and sanitation, housekeeping and pest control practices and procedures required to prevent or reduce food safety hazards 2.5 Develop other prerequisite programs to eliminate or reduce food safety hazards to acceptable levels

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Reading	• Interpret food safety legislation, practices and procedures
Navigate the world of work	• Monitor adherence to legal and regulatory standards and responsibilities for self and others

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Skill	Description
Interact with others	• Select and use communication strategies appropriate for purpose when interacting with work colleagues and customers
Get the work done	• Analyse and use sensory information to determine food safety hazards in food handling operations • Use problem-solving skills to identify and eliminate food safety hazards

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPAUD4004 Identify, evaluate and control food safety hazards	FDFAU4004A Identify, evaluate and control food safety hazards	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPAUD4004 Identify, evaluate and control food safety hazards

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has identified, evaluated and controlled food safety hazards for a minimum of one multi-staged food safety program, including:

- selecting a food supply chain and identifying:
  - 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
  - impact and indicators of the presence of allergens that may present a hazard
  - acceptable levels of contamination (these may be established by reference to relevant legislation and/or reference to system requirements)
- selecting one stage in the food supply chain (which must be a medium or high risk business or process) and establishing or validating control measures and verification records and procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- Australia New Zealand Food Standards Code, including all chapters and sections relevant to the business

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- sources of advice and research on foods, processing methods, production technologies and associated food safety hazards and control methods, including allergens
- 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 Australia New Zealand Food Standards Code and which may be additionally defined by system owners
- existence of international standards that cover traceability of food and the food chain supply, consumer product recalls, quality and food safety management systems
- 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 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 contamination, 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:
  - hazardous 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.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - supply chain that includes at least one medium or high risk business and/or process and provides opportunity to apply a depth and breadth of food safety knowledge
- specifications:
  - access to food safety programs for a multi-staged food supply chain that includes the point of delivery to the consumer.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFAV3001 Conduct chemical wash for fresh produce

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0.

Application

This unit of competency describes the skills and knowledge required to implement a wash process for fresh produce where chemicals, including chlorine, are used to achieve quality standards.

This unit applies to individuals who set and monitor levels of cleaning chemicals while conducting wash operations in a food processing production environment. It typically applies to produce that includes leafy greens and fruit, where chemicals are used to ensure required cleaning outcomes.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Fruit and Vegetables (FAV)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Confirm required use	1.1 Identify chemicals used for the washing of fresh produce and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
of chemicals	confirm required levels 1.2 Identify hazards and risks associated with using chemicals and implement control measures throughout operations 1.3 Prepare and use personal protective equipment according to workplace safety procedures 1.4 Identify and apply storage and handling requirements for chemicals
2. Prepare for washing operation	2.1 Confirm and prepare raw materials for washing according to production specifications 2.2 Confirm equipment for operational readiness, and fit and adjust components and related attachments 2.3 Carry out pre-start checks according to operator instructions 2.4 Measure chemicals and add dose according to specifications 2.5 Check performance of chemical-dosing equipment to confirm accuracy 2.6 Check water quality and confirm for use
3. Operate and monitor the washing process	3.1 Start and operate the washing process according to operating instructions and work health and safety requirements 3.2 Inspect and wash raw materials to meet workplace specifications 3.3 Check water to confirm correct levels of chemicals 3.4 Transfer washed materials for further processing or packaging 3.5 Identify variation in equipment operation and report maintenance requirements 3.6 Identify, rectify or report out-of-specification product or process outcomes 3.7 Maintain the work area according to workplace procedures, food safety and work health and safety requirements 3.8 Maintain workplace records in required format
4. Shut down the washing process	4.1 Implement the appropriate shutdown procedure 4.2 Handle, store and dispose of chemicals according to workplace procedures and environmental regulations 4.3 Identify and report maintenance requirements according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Read and interpret standard operating procedures and directions for the safe operation of equipment when operating the chemical wash process
Writing	• Record maintenance requirements on paper-based and electronic media • Record equipment failure on paper-based and electronic media
Oral Communication	• Actively listen to clarify types of produce required for wash process
Numeracy	• Monitor correct ratios of chemicals to amount of water in the wash process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities, and seek clarification or other assistance when required • Maintain hygiene standards and hazard-free work area • Identify and describe own skills, knowledge and experience within context of job role
Interact with others	• Use appropriate vocabulary, including technical language directly relevant to role • Report chemical wash processing performance to relevant personnel using required communication method
Get the work done	• Monitor and maintain quality specifications when operating the chemical wash process • Identify routine problems and implement standard solutions according to workplace guidelines

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFAV3001 Conduct chemical wash for fresh produce	FDFFV3001A Conduct chemical wash for fresh produce	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for FBPFAV3001 Conduct chemical wash for fresh produce

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on at least one occasion:

- conducted pre-start checks on machinery used for washing fresh produce
- handled and applied chemicals according to specifications
- started, operated, monitored and adjusted process equipment to achieve required quality outcomes when washing fresh produce
- conducted water and chemical level checks
- taken corrective action in response to typical faults and inconsistencies
- completed workplace records in required format
- safely shut down equipment
- applied work health and food safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the washing process, including the importance of water quality and the role of chemicals in the washing process
- basic operating principles of equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required for the chemical wash process and action to take if services are not available
- the flow of this process and the effect of outputs on downstream processes

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- quality characteristics to be achieved by the washing, including the consequences of out-of-specification moisture levels on further processing and final product
- quality requirements of raw materials and effect of variation on process performance, including how variation in microbial load can affect the washing process
- implications of incorrect chemical levels on fresh produce
- operating requirements, parameters and corrective action required, where operation is outside specified operating parameters
- typical equipment faults and related causes, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
- methods used to monitor the washing process, including inspecting, measuring and testing as required by the process
- inspection or test points (control points) in the process and the related procedures, and recording requirements
- contamination and food safety risks associated with the process and related control measures
- common causes of variation and corrective action required
- workplace health and safety hazards and controls
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including:
- emergency and routine shutdowns
- procedures to follow in the event of a power outage
- isolation, lock out and tag out procedures and responsibilities
- product or process changeover procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- sampling and testing associated with process monitoring and control
- routine maintenance procedures for washing equipment
- cleaning and sanitation procedures for washing equipment.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - washing equipment and services, including water and chemicals
  - raw materials to be processed
- specifications:

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    - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
    - information on equipment capacity and operating parameters
    - production schedule and batch instructions
    - specifications and inspection or control points
    - sampling schedules and test procedures and equipment
    - documentation and recording requirements and procedures
    - cleaning procedures, materials and equipment
- relationships:
    - interactions with team members and supervisors.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFAV3002 Program fresh produce grading equipment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0.

Application

This unit of competency describes the skills and knowledge required to program grading equipment to identify key characteristics of fresh produce, and sort accordingly.

This unit applies to individuals who operate mechanical and computer-based technology to sort fresh fruit and vegetables according to key characteristics, including size, weight, density, quality or colour.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Fruit and Vegetables (FAV)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Confirm produce grading specifications	1.1 Identify features of the grading equipment and process 1.2 Examine characteristics of produce and confirm purpose for grading 1.3 Confirm customer and packaging requirements 1.4 Determine specifications for grading based on customer requirements

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
2. Program grading equipment	2.1 Enter grading specifications into equipment 2.2 Use computer program or equipment components to enable a variety of grading outcomes to be achieved 2.3 Test or monitor program or equipment operation against specifications 2.4 Investigate problems or inconsistencies in grading outcomes to determine cause 2.5 Implement corrective action where applicable or report to appropriate personnel 2.5 Complete documentation and records of grading specifications for customer

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Reading	• Read and interpret standard operating procedures and instructions for the safe operation of grading equipment
Writing	• Record maintenance requirements on paper-based and electronic media • Record equipment failure on paper-based and electronic media
Oral communication	• Actively listen to clarify types of fresh produce to be graded and sorted
Numeracy	• Estimate sizes and shapes of fresh produce to be graded and sorted
Navigate the world of work	• Apply workplace procedures to own role and responsibilities, and seek clarification or other assistance when required • Maintain hygiene standards and hazard-free work area • Identify and describe own skills, knowledge and experience within context of job role
Interact with others	• Use appropriate vocabulary, including technical language directly relevant to role • Report performance of grading equipment to relevant personnel

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Skill	Description
	using required communication method
Get the work done	• Monitor and maintain quality specifications when grading fresh produce • Identify routine problems and implement standard solutions according to workplace guidelines

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFAV3002 Program fresh produce grading equipment	FDFFV3002A Program fresh produce grading equipment	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFAV3002 Program fresh produce grading equipment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on at least one occasion:

- analysed grading requirements and confirmed specifications for grading equipment
- determined grading specifications for a variety of outcomes
- used computing or mechanical technology to achieve grading specifications of fresh produce
- verified program specifications for required outcomes
- analysed non-conformances and grading problems, and determined probable cause
- completed workplace records in required format.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- grading equipment features, processes and technologies
- factors that influence grading outcomes
- typical problems that occur in the grading process, and likely causes and appropriate response options
- characteristics of produce used for grading and the process of identification.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment

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    - produce, grading equipment and consumables
- specifications:
    - work procedures, including advice on safe work practices, standard operating procedures (SOP), food safety, quality and environmental requirements
    - grading specifications
    - workplace information recording systems, requirements and procedures
    - cleaning procedures, materials and equipment
- relationships:
    - interactions with team members and supervisors.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFSY3002 Participate in a HACCP team

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to participate in the development and review of a hazard analysis critical control point (HACCP)-based food safety program.

The unit applies to individuals who work under broad direction and take responsibility for their own work, including limited responsibility for the work of others, and who participate in the development of a food safety program typically limited to their immediate work area.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Food safety (FSY)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to develop and review a food safety program	1.1 Recognise roles and responsibilities for participating in, developing or reviewing a food safety program 1.2 Identify the scope of a food safety program
2. Identify and review food safety hazards	2.1 Identify processes to be covered by the food safety program and recognise the steps within each process

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	2.2 Identify food safety hazards that are reasonably expected for each critical control point 2.3 Review safety handling methods, processing techniques and existing support programs used in the workplace as part of a team
3. Establish or review methods to monitor and control food safety hazards	3.1 Establish acceptable methods of control for each food safety hazard that is reasonably expected to occur 3.2 Validate control methods against safety standards 3.3 Establish or review procedures for taking preventative action 3.4 Establish or review appropriate methods for monitoring that processes remain within control 3.5 Establish required corrective action to respond to situations where hazards are not effectively controlled

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Get the work done	• Recognise and respond to predictable safety problems, and implement standard or logical solutions • Identify ideas for improvements to safety processes, and consider them in current contexts

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFSY3002 Participate in a HACCP team	FDFTEC3001A Participate in a HACCP team	Updated to meet Standards for Training Packages	Equivalent unit

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		Prerequisite removed Minor changes to Performance Criteria for clarity Unit code changed to reflect more suitable sector alignment	

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFSY3002 Participate in a HACCP team

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has actively participated in a food safety team on a minimum of two occasions, including:

- identifying food safety hazards in the critical control points (CCPs) of production processes
- establishing and validating control standards and methods for a minimum of two potential hazards
- applying food safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and intent of food safety legislation, including Food Standards Code
- the roles and responsibilities for developing and maintaining the food safety program, including roles of internal and external auditors and authorised officers
- techniques for applying critical control point principles, including techniques for identifying hazards, assessing the likelihood of occurrence, determining acceptable methods of control, monitoring and recording requirements for each control point, identifying corrective action if controls are not met, and developing system review procedures
- techniques used to map operations and analyse food safety requirements, such as preparation of flow charts, hazard analysis charts and tables, and data analysis reports
- raw materials, ingredients and finished product composition and characteristics, and related handling and storage requirements
- food processing methods used in the workplace or work area and their effect on food safety

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- sources of technical expertise on food safety requirements
- the role of consultation in the development, implementation and ongoing maintenance of the food safety program
- documentation and recording requirements to support communication and monitoring of the food safety program, including procedures for maintaining and updating relevant documents, such as operating procedures
- main types of food safety hazards and contamination likely to occur given product type and processing methods used
- conditions required for bacterial food poisoning to occur, such as water activity, pH, composition and time and temperature as relevant to food handled
- acceptable control methods for identified hazards, and required corrective actions when control requirements are not met
- typical support programs, such as cleaning schedules, pest control, stock rotation, product traceability, personal hygiene, and how they can be used as part of a food safety program
- validation and verification processes and techniques and responsibilities.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - workplace food safety program documentation
- specifications:
  - review/audit arrangements
  - advice on quality and food safety legislation
  - procedures for developing or modifying specifications and other advice on food safety requirements
  - reporting/recording system
- relationships (internal and/or external):
  - interactions with team members.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR1010 Carry out manual handling tasks

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to identify manual handling requirements of a work function, use manual handling aids to lift or move items and identify and assess manual handling risks.

This unit applies to individuals who work alongside a supervisor in most situations and exercise limited autonomy.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Participate in processes to identify and assess manual handling	1.1 Identify the manual handling components of a work function 1.2 Identify manual handling risks to self and others within level of responsibility and tell supervisor
2. Contribute to manual handling risk minimisation	2.1 Check that manual handling equipment is available and ready for use 2.2 Ensure that personal protective equipment, including clothing and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	footwear, is fit or use,
3. Plan and conduct manual handling	3.1 Identify sources of risks 3.2 Modify workplace layout and environment within area of control to minimise manual handling risk 3.3 Modify work tasks within area of control to minimise the risk of injury 3.4 Use manual handling aids according to workplace procedures 3.5 Use movement and postures to minimise the risk of injury within the limits of the work environment and the demands of the task

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Interact with others	• Ask simple questions and listen carefully to clarify understanding or seek further information
Get the work done	• Follow simple, clear instructions • Recognise and seek guidance to correct simple problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR1010 Carry out manual handling tasks	FDFOP1003A Carry out manual handling tasks	Updated to meet Standards for Training Packages	Equivalent unit

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Assessment Requirements for FBPOPR1010 Carry out manual handling tasks

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively carried out a minimum of three, different manual handling tasks, including:

- identifying the risks associated with each manual handling task (to self and others)
- eliminating risks, including through movement, posture and effectively using equipment provided
- modifying work to eliminate or minimise risk
- applying safe work procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- different types of manual handling activities, including lifting, reaching, pushing, pulling, holding, restraining, throwing and carrying
- types of injuries that can result from manual handling
- aspects of manual handling that may be risks (hazard identification), including:
  - repetitive or sustained application of force
  - repetitive or sustained awkward posture
  - repetitive or sustained movement
  - application of high force
- manual handling of unstable or unbalanced loads, such as liquids or animals
- workplace procedures and responsibilities for identifying and reporting manual handling hazards
- factors to be considered when assessing manual handling risks relevant to work role (refer to workplace risk assessment sheets and code of practice advice where available), including:

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  - postures
  - movements
  - force required
  - duration and frequency of manual handling activity
  - environmental conditions, such as hot and cold work environments
- procedures and responsibilities for conducting risk assessments of manual handling tasks
- typical options for eliminating or controlling manual handling risks associated with work functions, including principles of hierarchy of control and the advantages and disadvantages of different options
- types of equipment and/or techniques used to eliminate or reduce manual handling risks in the workplace, including when and how to use each type of technique/equipment relevant to manual handling tasks in work role
- level of authority to address health and safety issues related to manual handling and related workplace arrangements for managing safety issues
- sources of advice on manual handling relevant to work function
- equipment available to assist manual handling, related inspections required to identify faulty equipment and related reporting procedures
- personal protective equipment checks including:
  - check for correct fit
  - appropriate for task
  - undamaged
- movement and postures that increase the risk of injury, and movements and postures to minimise the force in the body as applied to specific tasks in the workplace.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - work procedures, including advice on manual handling requirements and safe work practices.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2001 Work effectively in the food processing industry

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to work effectively in the food processing industry by applying an understanding of the structure of the industry, workplace policies and procedures, and conditions relevant to the level of responsibility.

This unit applies to individuals who perform a defined range of routine and predictable activities under general supervision and exercise limited autonomy and accountability in any sector of the food processing industry.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify the food processing industry	1.1 Identify sectors within the food processing industry 1.2 Identify key sector representatives and their roles 1.3 Understand workplace procedures common to employment in the

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	sector 1.4 Identify types of employment and key responsibilities in the food processing industry
2. Identify key production processes and supply chains	2.1 Recognise raw materials used in the workplace and their source 2.2 Recognise the range of products produced in the workplace 2.3 Identify workplace production processes for converting materials into products 2.4 Identify common products and supply chains in the food processing industry
3. Carry out work responsibilities according to policies and procedures	3.1 Operate according to basic conditions of employment 3.2 Apply workplace policies and procedures when carrying out work role 3.3 Identify rights, responsibilities and legal obligations relevant to own role 3.4 Identify key personnel and their roles in the workplace 3.5 Apply employability skills required for working effectively 3.6 Recognise the consequences of not following workplace environmental and safety policies and practices
4. Take responsibility for own skill development	4.1 Identify the skills required for work role and assess learning needs 4.2 Participate in opportunities for skill development 4.3 Take responsibility for own work tasks and role 4.4 Monitor own work against workplace standards and identify areas for improvement and take action 4.5 Use basic problem-solving strategies to address problems, inconsistencies or concerns when fulfilling work role

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Navigate the world of work	• Meet a limited range of explicit workplace conventions and protocols
Interact with others	• Ask simple questions and listen carefully to clarify understanding or seek further information • Follow basic communication protocols and conventions to contribute to basic workgroup processes • Recognise basic values, beliefs and cultural expectations of others • Use simple templates for routine tasks
Get the work done	• Recognise simple problems and seek guidance to correct • Take responsibility for and reflect on low-impact decisions • Recognise and support the application of new ideas

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2001 Work effectively in the food processing industry	FDFOP2001A Work effectively in the food processing industry	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2001 Work effectively in the food processing industry

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has worked effectively in the food processing industry on at least one occasion, including:

- identifying information on conditions of employment and workplace policies and procedures
- identifying and locating materials/storage areas in the workplace relevant to work role, and identifying special storage conditions
- identifying and locating production and packing processes/main work areas in the workplace
- displaying appropriate behaviour when interacting with others and moving around the workplace
- explaining employee responsibilities
- explaining the dispute resolution procedures in the workplace
- explaining the flow of product from receival to sale in own workplace
- explaining the nature and role of work instructions and standard operating procedures (SOPs)
- explaining the principles of equal employment opportunity (EEO) and policies to prevent sexual harassment and other forms of discrimination
- following relevant workplace policies
- identifying and explaining the relevance of work health and safety and regulatory requirements for food industry employees
- identifying workplace employment conditions
- identifying relevant workplace requirements, policies and procedures and explaining theirimplications for trainees
- listing the markets where products are distributed
- naming the products produced in own workplace
- outlining enterprise ethical standards and requirements for interacting with other employees and staff

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- relating to others in an effective and non-discriminatory way, showing mutual respect
- applying environmental practices.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace structure and key personnel
- rights and responsibilities of employees as defined in employment conditions
- workplace policies and procedures relating to work responsibilities, including areas covered by legislation and related responsibilities
- appropriate personal conduct in a work area, including minimum clothing and personal hygiene standards when entering and moving around a food processing area in order to protect both employees and product safety, and behaving appropriately towards others in the work area
- industrial representation arrangements
- site security arrangements, including responsibility to report when coming on-site and off-site
- site layout, including main facilities, including canteens, parking areas, storage areas, processing and packing areas and location of emergency exits and assembly areas
- the main products/product range produced in the workplace
- work health and safety hazards and controls in the workplace
- stages and processes used to manufacture and package products
- personal reporting roles and responsibilities.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - site maps
  - workplace access
- specifications:
  - workplace policies, codes of practice, procedures, structure and personnel
  - work roles and responsibilities, training and career information
  - conditions of employment and entitlements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPOPR2002 Inspect and sort materials and product

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to inspect and sort product and incoming materials ready for processing.

This unit has application in a production environment within the food processing industry. Inspection at this level is typically limited to visual inspection.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work. This includes identifying and providing solutions to a limited range of predictable problems.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Inspect materials and product to confirm	1.1 Read or listen to work instructions from supervisor and clarify where required

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
fitness for use	1.2 Identify work health and safety hazards and report to supervisor 1.3 Wear appropriate personal protective equipment and ensure correct fit 1.4 Confirm the type and quality requirements of materials and product according to workplace procedures 1.5 Convey or transfer materials and product to required locations
2. Sort materials and product	2.1 Inspect materials and product to confirm quality requirements are met 2.2 Sort product and incoming materials to meet production requirements 2.3 Identify and report unacceptable quality according to workplace procedures 2.4 Maintain a clean and tidy workplace according to workplace and safety procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret material and product instructions and requirements
Navigate the world of work	• Follow workplace procedures, including work health and safety requirements, relating to own role and work area • Demonstrate a duty of care to self and others
Interact with others	• Communicate effectively and cooperate with supervisor and co-workers, including reporting problems • Use active listening and questioning to clarify and confirm supervisor instructions
Get the work done	• Follow instructions and make routine decisions related to materials and product inspection and sorting • Maintain a clean and hazard-free work area

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Skill	Description
	• Maintain hygiene standards and wear required personal protective equipment • Identify out-of-specification or non-conforming product and follow procedures to separate unacceptable product

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2002 Inspect and sort materials and product	FDFOP2002A Inspect and sort materials and product	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2002 Inspect and sort materials and product

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has inspected and sorted product and incoming materials, on at least one occasion, including:

- accessing workplace information on materials specification/quality requirements
- selecting, fitting and using personal protective equipment
- inspecting quality of materials to confirm compliance with quality specifications, including:
  - product type and quantity
  - product condition, such as identifying any bruising, discolouration or other damage, confirming product is clean, and checking size and weight
- identifying out-of-specification or non-conforming product and following procedures to separate unacceptable product
- responding to and/or reporting equipment failure within level of responsibility
- maintaining work area to meet housekeeping standards
- completing workplace records as required according to workplace procedures
- procedures for operating materials transfer equipment as required according to workplace procedures
- following work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and standards to be met by the inspection and sorting process, including criteria and specifications as they apply to inspection and sorting requirements

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- the relationship between visual inspection and sorting and other inspection procedures, such as those that may be conducted by a laboratory or at subsequent processing stages
- typical causes of unacceptable or out-of-specification product, including causes of product damage that can occur prior to arrival at the plant and as part of the handling process
- the stages that occur in the inspection and sorting process and their effect on product, such as in-line cleaning or conditioning and product or materials transfer stages
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- contamination/food safety risks associated with the sorting process and related control measures
- work health and safety hazards and controls, including the limitations of protective clothing and equipment relevant to the work process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to equipment operation, including waste collection and handling procedures related to the process
- basic operating principles of equipment used, where relevant, including main equipment components, status and purpose of guards, emergency stop, isolation and lock-out controls, equipment operating capacities and applications
- services required and action to take if services are not available
- recording procedures and responsibilities for inspecting and sorting materials and product.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - product and incoming materials
  - appropriate personal protective equipment and othe equipment
  - reporting and monitoring systems
- specifications:
  - workplace information on materials specification/quality requirements
  - work instructions and procedures
  - basic operating principles of equipment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2007 Work in a freezer storage area

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to enter and work in a freezer storage or cold room area.

This unit applies to individuals working in in a food processing environment who work under general supervision and exercise limited autonomy, with some accountability for their own work.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to enter a freezer storage environment	1.1 Read or listen to work instructions from supervisor and clarify where required 1.2 Identify work health and safety hazards for working in a freezer

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	storage area and inform supervisor 1.3 Wear appropriate personal protective equipment according to work health and safety requirements 1.4 Confirm clothing and footwear are correctly fitted prior to entering a freezer 1.5 Carry out checks and inspections of freezer storage area
2. Identify and monitor equipment operation in a freezer storage environment	2.1 Identify the effects of freezing temperatures on equipment 2.2 Monitor equipment when in use in a freezer to ensure effective functioning
3. Store frozen product safely	3.1 Identify handling requirements for frozen product according to workplace procedures 3.2 Handle frozen product safely according to workplace requirements
4. Respond to emergencies	4.1 Identify signs and symptoms of exposure to low temperatures 4.2 Take appropriate action to minimise effects of exposure on self and others

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Identify product weights for manual lifting purposes • Interpret storeroom temperature gauges • Count product quantities • Interpret freezing rates for products
Reading	• Identify product types • Interpret workplace procedures and safety information
Navigate the world of work	• Apply workplace procedures relevant to own responsibilities • Understand main tasks, responsibilities and boundaries of own role, including use of personal protective clothing and equipment, housekeeping standards and procedures, quality requirements and

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Skill	Description
	operating procedures • Take steps to develop skills and knowledge
Interact with others	• Communicate and report operational and safety information to relevant persons • Select and use appropriate terminology when communicating with others • Participate in conversations relevant to role by responding and explaining as required
Get the work done	• Operate manual load shifting equipment • Make routine decisions relating to storeroom and equipment cleanliness and condition, and product suitability • Solve familiar and generally predictable problems within workplace guidelines • Recognise and respond to non-conforming product • Use digital technologies, including temperature gauges

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2007 Work in a freezer storage area	FDFOP2007A Work in a freezer storage area	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2007 Work in a freezer storage area

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has prepared to enter and worked in a freezer storage area on at least one occasion, including:

- locating and fitting appropriate PPE
- following 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
- following procedures to handle product to avoid product damage
- monitoring operating performance of equipment used in the freezer and identifying signs of unsafe or unfit operation
- conducting work in a manner appropriate to minimising risk of contamination
- maintain work area to meet housekeeping standards
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes 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 PPE, limitations of PPE, 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

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- effects of room temperatures on equipment using hydraulic oils designed for freezer/cold room temperatures
- typical freezing rates for product handled, including 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
- cleaning requirements for a freezer storage area.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - freezer storage/cold room area
  - stock to be held in frozen storage
- specifications:
  - work roles and responsibilities, training and career information
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2010 Work with temperature controlled stock

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to store and retrieve temperature controlled stock from appropriate storage facilities.

This unit applies to individuals who work in controlled temperature environments under general supervision and exercise limited autonomy with some accountability for their own work.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Store stock to meet temperature control requirements	1.1 Read or listen to work instructions from supervisor and clarify where needed 1.2 Identify work health and safety hazards and tell supervisor

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Wear appropriate personal protective equipment and ensure correct fit 1.4 Identify goods requiring temperature control according to workplace requirements 1.5 Locate goods in correct storage areas to meet storage temperature, stores handling and stock rotation requirements 1.6 Record stores information according to workplace procedures
2. Monitor and maintain temperature of stock within specifications	2.1 Monitor stock temperature to confirm temperature is within specified limits 2.2 Monitor storage areas to confirm temperature is within storage zone limits 2.3 Monitor residence time in temperature controlled stores to meet stock control requirements 2.4 Identify and report out-of-specification storage temperatures and take corrective action according to workplace procedures
3. Transfer temperature controlled stock	3.1 Handle and transfer goods to maintain temperature control and meet stock rotation requirements according to work health and safety and food safety requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Identify stock weights and quantities • Read instrumentation gauges
Reading	• Identify and locate stock • Identify requirements from basic order forms • Interpret workplace procedures and specifications
Writing	• Complete records of stock receival and transfer
Navigate the world of	• Apply workplace procedures relevant to own responsibilities • Understand main tasks, responsibilities and boundaries of own

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Skill	Description
work	role, including use of personal protective clothing and equipment, housekeeping standards and procedures, quality requirements and operating procedures • Take steps to develop skills and knowledge of stock
Interact with others	• Communicate and report operational and safety information to relevant persons • Select and use appropriate terminology when communicating with personnel • Participate in conversations relevant to role by responding and explaining as required
Get the work done	• Make routine decisions relating to freshness and handling of stock • Recognise and respond to non-conforming stock • Use digital technologies including thermometers and temperature probes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2010 Work with temperature controlled stock	FDFOP2010A Work with temperature controlled stock	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2010 Work with temperature controlled stock

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has worked with temperature controlled stock on at least one occasion, including:

- accessing workplace information to determine stock handling and storage requirements
- identifying storage requirements, including temperature limits, minimum duration at given temperatures, and segregation and co-storage requirements
- identifying temperature controlled storage facilities and temperature zones available
- selecting, fitting and using PPE
- using materials handling equipment in a temperature controlled environment as required to undertake work functions
- following procedures to measure core and surface temperature of stock
- reading instrumentation
- identifying and reporting out-of-specification temperatures in stock and storage facilities
- taking corrective action in response to out-of-specification temperatures, including implementation of procedures to segregate damaged or potentially unsafe stock
- completing records of stock receival and transfer as required
- maintaining work area to meet workplace cleaning standards
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- work health and safety hazards and controls, including the purpose and limitations of PPE
- temperature controlled storage facilities and capacities available in the work area

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- 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
- 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 for temperature controlled stock
- operating procedures for goods handling equipment as required
- workplace cleaning standards for the work area
- recording requirements and procedures for working with temperature controlled stock.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - controlled temperature storage facilities
  - stock requiring storage
  - load shifting equipment as required
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - temperature storage specifications
  - stock information recording system and procedures
  - stock handling and rotation systems.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOPR2012 Maintain food safety when loading, unloading and transporting food

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to maintain food safety when loading and transporting temperature-sensitive ingredients and products.

This unit applies to loading, unloading and transport activities where the transport operator does not have direct physical contact with food. Where food is handled directly by the transport operator, the relevant food handling unit also applies.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to transport food	1.1 Read or listen to work instructions from supervisor and clarify where needed

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify work health and safety hazards and tell supervisor 1.3 Wear appropriate personal protective equipment and ensure correct fit 1.4 Confirm that food storage vehicles, containers and receptacles are appropriate for use 1.5 Prepare food storage vehicles and containers and receptacles for use according to workplace procedures and safety and food safety requirements 1.6 Load and secure food to meet transportation and temperature control requirements according to workplace procedures and food safety requirements 1.7 Follow hand washing and disinfecting procedures according to food safety requirements
2. Load, unload and transport food safely	2.1 Monitor food safety control measures to ensure that food safety is maintained during transport 2.2 Report incidents where food safety control requirements are not met and take corrective action as directed 2.3 Unload food according to workplace procedures and transportation and temperature control requirements 2.4 Record food safety information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Numeracy	• Assemble and sort product • Count accurately • Read a thermometer and temperature charts • Weigh product
Reading	• Check cleaning records • Interpret and follow food safety and work health and safety requirements

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Skill	Description
Navigate the world of work	• Apply workplace procedures relevant to own responsibilities • Understand main tasks, responsibilities and boundaries of own role, including use of personal protective clothing and equipment, housekeeping standards and procedures, quality requirements and operating procedures • Take steps to develop skills and knowledge of temperature controlled food products
Interact with others	• Communicate and report operational and safety information to relevant persons • Select and use appropriate terminology when communicating with personnel • Participate in conversations relevant to role by responding and explaining as required
Get the work done	• Make routine decisions relating to temperature, freshness and handling of product • Recognise and respond to non-conforming product • Use digital technologies including electronic scales

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2012 Maintain food safety when loading, unloading and transporting food	FDFOP2012A Maintain food safety when loading, unloading and transporting food	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2012 Maintain food safety when loading, unloading and transporting food

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has maintained food safety when loading, unloading and transporting food on at least one occasion, including:

- accessing workplace information to determine food handling and transport requirements
- selecting, fitting and using PPE
- confirming that the vehicle and associated equipment are appropriate and ready for use, including confirming that vehicle type is capable of maintaining the required temperature range for product
- preparing transport containers (this will vary depending on the type of food and transport method), such as checking cleaning records and, where required, confirming product compatibility to ascertain that appropriate level of cleaning has occurred
- preparing the storage/holding environment as required, including confirming that temperature parameters for the loading and unloading areas are met
- following procedures to load/unload food to ensure that materials/product is loaded/unloaded in correct sequence and configuration and that food cannot become contaminated by being located in proximity to other food or non-food items that can cause contamination (osmosis)
- monitoring temperature parameters and related food safety control points before, during and after transporting food, and recording information in the required format
- taking appropriate corrective action in response to failure to meet temperature parameters or other food safety requirements as required by workplace procedures
- cleaning and sanitising food containers according to enterprise procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

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- work health and safety hazards and controls, including the purpose and limitations of protective clothing and equipment
- food safety control points in the loading/unloading and transportation of food materials and product, and related methods of control
- characteristics of food transported and related transport environment requirements
- microbiological, physical and chemical hazards that can occur when loading, transporting and unloading food, appropriate to nature and method of food transported, including the types of hazards likely to occur, the conditions under which they occur, and possible consequences
- methods and procedures used to control food safety hazards (this depends on the type of controls and equipment used), including the purpose and operation of equipment procedures in place to maintain food safety and workplace records, such as temperature control charts and cleaning and sanitation records
- procedures used to confirm that transportation and related food safety equipment is appropriate for use and operational, such as equipment capacity to maintain a given temperature environment appropriate to the food product
- cleaning and sanitation requirements for maintaining food safety when loading, unloading and transporting food
- potential for cross-contamination resulting from location in proximity to other food or non-food items that are transported, where contamination by osmosis is a possibility.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - workplace information, including temperature charts and cleaning records
  - food storage vehicles, containers and receptacles
  - food materials and product to be loaded/unloaded and transported
- specifications:
  - work procedures relevant to loading/unloading and transportation, including advice on required temperature parameters to be maintained
  - food safety information
  - loading/unloading and transport advice/schedules
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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FBPOPR2014 Participate in sensory analyses

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to participate in sensory analyses of food products and ingredients.

This unit applies to individuals who work in the food processing industry under general supervision and with limited autonomy. It covers analyses of food product or ingredients using taste, texture, appearance and smell.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to conduct sensory analysis	1.1 Read or listen to work instructions from supervisor and clarify where needed 1.2 Identify work health and safety hazards and inform supervisor 1.3 Wear appropriate personal protective equipment and ensure

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	correct fit 1.4 Ensure that personal conduct and the test environment are appropriate to conducting sensory analysis
2. Conduct sensory analysis	2.1 Ensure that samples are available for analysis 2.2 Use the correct method and criteria for sampling according to workplace procedures and requirements 2.3 Analyse samples using analysis criteria 2.4 Identify and report defects or abnormalities in sample 2.5 Record results according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Calculate sample quantities
Reading	• Interpret standard operating procedures (SOPs), specifications and sampling plans
Writing	• Use paper-based and electronic media to record sampling results
Navigate the world of work	• Apply workplace procedures relevant to own responsibilities
Interact with others	• Communicate and report sampling information to relevant persons • Select and use appropriate terminology when communicating with and explaining information to others
Get the work done	• Make routine decisions about sample conformance • Solve familiar and generally predictable problems within workplace guidelines • Use sampling tools and equipment

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2014 Participate in sensory analyses	FDFOP2014A Participate in sensory analyses	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2014 Participate in sensory analyses

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has participated in sensory analyses of food products and ingredients on at least one occasion, including:

- accessing and interpreting sensory analysis schedule and analysis criteria to identify requirements
- selecting, fitting and using personal protective equipment
- ensuring that personal conduct does not jeopardise analytical ability
- confirming that samples are available and in an appropriate condition for analysis
- following procedures to analyse samples provided
- recording and/or reporting results of analysis
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- work health and safety hazards and controls, including the purpose and limitations of protective clothing and equipment
- principles of sensory analysis, including attributes that can be detected by taste and smell, how these different tastes are detected, and an understanding of attributes detected by mouth feel and appearance
- sensory analysis system and procedures
- specific criteria used to evaluate material/product samples and the associated descriptions
- sample preparation requirements, including the effect of sample temperature on sensory analysis
- the effect of personal conduct on analytical ability, including stimuli and conditions that can dull sensitivity
- requirements of the environment appropriate to conducting sensory analyses

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- the components of material/product sampled that contribute to flavour, aroma, appearance and texture
- the likely causes of variation in results, including typical variation that can occur in the material/product and how these occur, as well as how the method of analysis, environment and state of individual participants can affect the outcome
- procedures and responsibility for recording and reporting sensory analysis information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - recording and reporting media
  - product/source material to be sampled
- specifications:
  - documentation, including specifications, work instruction, sensory analysis criteria and other advice on sampling requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2018 Operate a case packing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a secondary packaging process used to form trays or boxes, load and position product, and seal the package.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing packing environment. It typically applies to the worker responsible for applying basic operating principles to the operation and monitoring of a case packing process and associated equipment. Case packers may be configured as side loading, wrap around, drop, or pick and place packers.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the case	1.1 Read or listen to work instructions from supervisor and clarify

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
packing equipment and process for operation	where needed 1.2 Identify work health and safety hazards and tell supervisor 1.3 Wear appropriate personal protective equipment (PPE) and ensure correct fit 1.4 Confirm that packaged product and packaging components and consumables are available to meet production and food safety requirements 1.5 Carry out pre-start checks on process and related equipment to confirm readiness for use according to workplace procedures 1.6 Load or position packaging components and consumables according to workplace procedures and safety requirements 1.7 Set parameters to meet safety and packaging requirements
2. Operate and monitor the case packing process	2.1 Start, operate and monitor the process for variation in operating conditions according to work health and safety and operating procedures 2.2 Report any variation in equipment operation according to workplace procedures 2.3 Monitor packaging quality and packaging appearance to confirm that specifications are met 2.4 Identify, rectify and report out-of-specification process outcomes according to workplace requirements 2.5 Follow and apply workplace cleaning and environmental procedures
3. Shut down the case packing process	3.1 Identify the appropriate shutdown procedure and implement safely according to operating procedures 3.2 Identify and report maintenance requirements according to workplace procedures 3.3 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2018 Operate a case packing process	FDFOP2018A Operate a case packing process	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2018 Operate a case packing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated a case packing process on at least one occasion, including:

- accessing workplace information to identify case packing requirements
- selecting, fitting and using PPE
- confirming supply of necessary packaging components/consumables, including boxes/cartons and related consumables
- inspecting the quality of packaging components/consumables to confirm that standards are met
- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters to suit product type
  - cancelling isolation or lock-outs as required
  - confirming that equipment is clean and correctly configured for packaging requirements
  - loading packaging components/consumables
  - positioning electronic eyes and sensors correctly
  - ensuring all safety guards are in place and operational
  - confirming coders are correctly set for date and product requirements
- starting, operating, monitoring and adjusting pick-and-place equipment to achieve required outcomes, including monitoring control points and conducting inspections, as required, to confirm process remains within specification:
  - box formation
  - alignment, placement and quantity of units packed
  - operation of suction cups
  - operation of related equipment (e.g. box closers and sealers)

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  - operation of ink jet coders to confirm correct code and clarity/legibility
- following procedures to reference or align equipment against set-up parameters
- monitoring flow of product to the process, and packaged goods from the process
- taking corrective action in response to out-of-specification results
- responding to and/or reporting equipment failure within level of responsibility
- locating emergency stop functions on equipment
- following isolation and lock-out/tag-out procedures as required to take case packing process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- preparing equipment for cleaning
- completing workplace records as required
- maintaining work area to meet workplace cleaning standards
- using process control systems according to enterprise procedures
- cleaning and sanitising equipment according to enterprise procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of secondary packaging, including the requirements of packaging materials used and coding requirements
- basic operating principles of case packing equipment, including main equipment components, status and purpose of guards, purpose and location of electronic eyes and sensors, equipment operating capacities and applications, and services required for operation of case packers used in the workplace
- the flow of product to this stage in the packing process and the effect of outputs on downstream processes
- quality characteristics and requirements of outer packaging materials and of the packaged product, including board quality and finished packaged product specifications
- methods used to monitor the process, including visual inspection of the process and of the quality of the packaged product
- inspection or test points (control points) in the process and the related procedures and recording requirements, and testing gluing or sealing of packages where required
- operating requirements and parameters and corrective action required where operation is outside specified operating parameters, including restart procedures following a crash or jam-up
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- common causes of variation and corrective action required, including the effect of variation in packaging components/consumables on performance
- contamination/food safety hazards and risks associated with this stage in the packaging process and related control measures
- work health and safety hazards and controls for operating a case packing process

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- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the packaging process, including waste collection and handling procedures related to the process
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitation procedures for operating a case packing process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - automated case packers and related equipment and services
  - product to be packaged, and board and related consumables
  - documentation
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements, stock flow systems and production/packaging schedules
  - information on equipment capacity and operating parameters
  - specifications, control points and operating parameters
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOPR2019 Fill and close product in cans

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a primary packaging process that fills product into cans and hermetically seals containers using a closer or seamer.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing packing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a filling and closing process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Read or listen to work instructions from supervisor and clarify where needed

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify work health and safety hazards and tell supervisor 1.3 Wear appropriate personal protective equipment and ensure correct fit 1.4 Confirm that materials and packaging components and consumables are available to meet operating and food safety requirements 1.5 Identify and confirm workplace cleaning and maintenance requirements
2. Prepare the filling and closing process for operation	2.1 Fit and adjust machine components and related attachments according to work health and safety and operating requirements 2.2 Enter operating parameters to meet safety and production requirements 2.3 Carry out pre-start checks, adjusting equipment performance according to operator instructions
3. Operate and monitor the filling process	3.1 Start, operate and monitor the process for variation in operating conditions according to work health and safety and operating procedures 3.2 Monitor the process to confirm that filled and closed containers meet specifications 3.3 Identify, rectify and report out-of-specification equipment, product and process outcomes according to workplace requirements 3.4 Follow and apply workplace cleaning and environmental procedures
4. Monitor closure and seaming stage	4.1 Monitor the closing stage to confirm that closures and seams meet specifications 4.2 Identify and report out-of-specification process outcomes according to workplace procedures
5. Shut down the filling and closing process	5.1 Identify the appropriate shutdown procedure and implement safely according to operating procedures 5.2 Report maintenance requirements according to workplace procedures 5.3 Maintain workplace records according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2019 Fill and close product in cans	FDFOP2019A Fill and close product in cans	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for FBPOPR2019 Fill and close product in cans

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has filled and closed product in cans on at least one occasion, including:

- accessing workplace information to identify processing requirements
- selecting, fitting and using PPE
- confirming supply of necessary materials and services for filling and closing product in cans
- preparing/conditioning product for filling in cans
- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters to suit filling requirements
  - cancelling isolation or lock-outs as required
  - confirming that equipment is clean and correctly configured for filling and seaming requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been completed
  - confirming that all safety guards are in place and operational
- starting, operating, monitoring and adjusting the filling process and equipment to achieve required outcomes, including monitoring control points, and conducting inspections, as required, to confirm process remains within specification, including:
  - fill temperatures
  - headspace
  - vacuum
  - visual appearance of the product
  - line speed/throughput
- monitoring supply and flow of materials to and from the process

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- starting, monitoring and adjusting the closer to confirm alignment and formation of the seam
- monitoring control points and conducting inspections related to the seaming/closing process, and confirming that coding is correct
- taking corrective action in response to out-of-specification results
- responding to and/or reporting equipment failure within level of responsibility
- locating emergency stop functions on equipment
- following isolation and lock-out/tag-out procedures as required to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- completing workplace records as required
- conducting shift handover procedures
- maintaining work area to meet workplace cleaning standards
- using process control systems according to enterprise procedures
- inspecting seams according to enterprise procedures
- cleaning and sanitising equipment according to enterprise procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of filling and closing, including the properties and requirements of packaging materials used, hermetic sealing and properties of containers used for this purpose, coding requirements and related legal requirements, including product weight
- the flow of this process and the effect of the filling and seaming process on downstream processes
- basic operating principles of equipment, including main equipment components, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation
- quality characteristics of the filled and closed container, including seam components and integrity requirements within level of responsibility for inspection
- effect of raw material characteristics on filling and seaming
- quality parameters for cans and ends
- methods used to prepare product for filling
- effect of process variables, including headspace, fill temperature and vacuum, on the process
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters, including restart procedures following a crash or jam-up
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems

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- techniques used to monitor the production/packing process, including inspecting, measuring and testing as required by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/food safety issues associated with filling and seaming, and related control measures
- common causes of variation and corrective action required
- work health and safety hazards and controls
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste collection and handling procedures related to the process
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitation procedures for filling and closing product in cans.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - filling and closing and related equipment and services
  - materials to be filled as required
  - packaging components/consumables
  - sampling schedules and test procedures and equipment as required
  - cleaning procedures, materials and equipment as required
  - documentation
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - production schedule
  - information on equipment capacity and operating parameters
  - specifications, control points and operating parameters
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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FBPOPR2020 Operate a form, fill and seal process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a form, fill and seal process.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing packing environment. It typically applies to the worker responsible for applying basic operating principles to the operation and monitoring of a forming, filling and sealing process and associated equipment. This is a primary packaging process to package product into appropriate packaging. It can apply to both aseptic and non-aseptic form and fill processes.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in	1.1 Read or listen to work instructions from supervisor and clarify

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
processing area	where needed 1.2 Identify work health and safety hazards and tell supervisor 1.3 Wear appropriate personal protective equipment and ensure correct fit 1.4 Confirm that materials and packaging components and consumables are available to meet operating and food safety requirements 1.5 Identify and confirm workplace cleaning and maintenance requirements and status
2. Prepare the forming, filling and sealing equipment and process for operation	2.1 Fit and adjust machine components and related attachments to meet safety and operating requirements 2.2 Enter operating parameters to meet safety and production requirements 2.3 Carry out pre-start checks, adjusting equipment performance according to operating procedures
3. Operate and monitor the forming, filling and sealing process	3.1 Start, operate and monitor the process for variation in operating conditions according to work health and safety and operating procedures 3.2 Monitor packaging quality and seal integrity in operating conditions 3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and apply workplace cleaning and environmental procedures
4. Shut down the forming, filling and sealing process	4.1 Identify the appropriate shutdown procedure and implement 4.2 Report routine maintenance requirements according to workplace procedures 4.3 Maintain workplace records according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2020 Operate a form, fill and seal process	FDFOP2020A Operate a form, fill and seal process	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2020 Operate a form, fill and seal process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated a form, fill and seal process on at least one occasion, including:

- accessing workplace information to identify processing requirements
- selecting, fitting and using PPE
- confirming supply of necessary packaging components/consumables and product
- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs as required
  - confirming that equipment is clean and correctly configured for packaging requirements
  - loading packaging components/consumables
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been completed
  - confirming that all safety guards are in place and operational
- starting, operating, monitoring and adjusting the forming, filling and sealing process equipment to achieve required outcomes, including monitoring control points and conducting inspections as required to confirm process remains within specification, including:
  - formation of container/packaging
  - flow rates
  - product weights and volumes
  - fill levels
  - temperature, including product and sealing temperatures
  - supply of packaging components/consumables

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    - packaging quality and seal integrity, including testing packaging integrity
- monitoring supply and flow of materials to and from the form, fill and seal process
- taking corrective action in response to out-of-specification results
- responding to and/or reporting equipment failure within level of responsibility
- locating emergency stop functions on equipment
- following isolation and lock-out/tag-out procedures as required to take forming, filling and sealing process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- preparing forming, filling and sealing equipment for cleaning
- completing workplace records as required
- maintaining work area to meet workplace cleaning standards
- using process control systems according to enterprise procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of forming, filling and sealing, including:
    - the purpose and characteristics required of packaging materials used
    - the methods used to form packaging, fill and seal product (where methods involve vacuum or map packaging, it includes an understanding of the effect of modified atmosphere on product shelf-life)
- product and packaging coding requirements and related legal requirements, including product weight
- basic operating principles of forming, filling and sealing equipment, including:
    - main equipment components
    - status and purpose of guards
    - equipment operating capacities and applications
    - the purpose and location of sensors and related feedback instrumentation
    - services required for operation of form, fill and seal equipment used in the workplace
- the flow of processes supplying the forming, filling and sealing process and the effect of process output on downstream processes
- quality characteristics and requirements of forming, filling and sealing, including:
    - quality requirements of product and packaging components/consumables
    - requirements of packaging forming stage, and filling, including fill levels and weights
    - requirements of seal formation and integrity, and integrity testing procedures, where required
- methods used to monitor the process, including inspecting, measuring and testing as required by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements

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- operating requirements and parameters and corrective action required where operation is outside specified operating parameters, including restart procedures following a crash or jam-up
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- common causes of variation and corrective action required, including the effect of variation in both product characteristics and packaging components/consumables on forming, filling and sealing performance
- food safety hazards and risks associated with forming, filling and sealing, and related control measures
- work health and safety hazards and controls relevant to the form, fill and seal process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the forming, filling and sealing process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- aseptic container preparation/forming, filling and sealing requirements
- cleaning and sanitation procedures for a form, fill and seal process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - forming, filling and sealing process and related equipment and services
  - materials and packaging components/consumables to be formed, filled and sealed
  - product
  - sampling schedules and test procedures and equipment as required
  - documentation
  - cleaning procedures, materials and equipment as required
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements, stock flow systems, production/packaging schedules
  - information on equipment capacity and operating parameters
  - specifications, control points and operating parameters
  - recording requirements and procedures.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOPR2021 Operate a fill and seal process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a fill and seal process.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing packing environment. It typically applies to the worker responsible for applying basic operating principles to the operation and monitoring of a filling and sealing process and associated equipment. This is a primary packaging process to fill product into packaging, including bottles, boxes, drums, bladders and pails. It can apply to both aseptic and non-aseptic filling and sealing processes.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in	1.1 Read or listen to work instructions from supervisor and clarify

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
processing area	where needed 1.2 Identify work health and safety hazards and tell supervisor 1.3 Wear appropriate personal protective equipment and ensure correct fit 1.4 Confirm that materials and packaging components and consumables are available to meet food safety and operating requirements 1.5 Identify and confirm cleaning and maintenance requirements and status
2. Prepare the filling and sealing equipment and process for operation	2.1 Fit machine and adjust machine components and related attachments to meet safety and operating requirements 2.2 Enter operating parameters as required to meet safety and production requirements 2.3 Carry out pre-start checks, adjusting equipment performance according to work health and safety and operating procedures
3. Operate and monitor the filling and sealing process	3.1 Start, operate and monitor the process for variation in operating conditions 3.2 Monitor packaging quality and seal integrity to meet safety and production requirements 3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and apply workplace cleaning and environmental procedures
4. Shut down the filling and sealing process	4.1 Identify the appropriate shutdown procedure and implement 4.2 Report maintenance requirements according to workplace procedures 4.3 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2021 Operate a fill and seal process	FDFOP2021A Operate a fill and seal process	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2021 Operate a fill and seal process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated a fill and seal process on at least one occasion, including:

- accessing workplace information to identify filling and packaging requirements
- selecting, fitting and using PPE
- confirming supply of necessary packaging components/consumables, product and services
- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs as required
  - confirming that equipment is clean and correctly configured for packaging requirements
  - loading packaging components/consumables
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been completed
  - confirming that all safety guards are in place and operational
- starting, operating, monitoring and adjusting the filling and sealing process equipment to achieve required outcomes, including monitoring control points and conducting inspections as required to confirm process remains within specification, including:
  - flow rates
  - product weights and volumes
  - fill levels
  - times and temperatures, including product and sealing temperatures
  - supply of packaging components/consumables
  - packaging quality and seal integrity, including testing seal integrity
- taking corrective action in response to out-of-specification results

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- responding to and/or reporting equipment failure within level of responsibility
- locating emergency stop functions on equipment
- following isolation and lock-out/tag-out procedures as required to take filling and sealing process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- preparing filling and sealing equipment for cleaning
- completing workplace records as required
- maintaining work area to meet housekeeping standards
- using process control systems according to enterprise procedures
- cleaning and sanitising equipment according to enterprise procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of filling and sealing, including the purpose and characteristics required of packaging materials used and the method used to fill and seal product (where methods involve vacuum or map packaging, it includes an understanding of the effect of modified atmosphere on product shelf-life)
- product and packaging coding requirements and related legal requirements, including product weight
- basic operating principles of filling and sealing equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
  - services required for operation of filling equipment used in the workplace
- the flow of processes supplying the filling and sealing process and the effect of outputs on downstream processes
- quality characteristics and requirements of filling and sealing, including:
  - quality requirements of product and packaging components/consumables
  - requirements of filling, including fill levels and weights
  - requirements of seal formation and integrity, and integrity testing procedures, where required
- methods used to monitor the process, including inspecting, measuring and testing as required by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- operating requirements and parameters and corrective action required where operation is outside specified operating parameters, including procedures to clear a breach and restart following a crash or jam-up, as appropriate

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- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- common causes of variation and corrective action required, including the effect of variation in both product and packaging components/consumables on filling and sealing performance, which also includes the effect of temperature variation on the filling process
- food safety hazards and risks associated with filling and sealing, and related control measures
- work health and safety hazards and controls requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the filling and sealing process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- aseptic filling and sealing requirements
- cleaning and sanitation procedures for the filling and sealing process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - filling and sealing process and related equipment and services
  - materials and packaging components/consumables to be formed and filled
  - product
  - sampling schedules and test procedures and equipment as required
  - documentation
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements, stock flow systems and production/packaging schedules
  - information on equipment capacity and operating parameters
  - specifications, control points and operating parameters
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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FBPOPR2022 Operate a high speed wrapping process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a primary packaging process using high speed wrapping equipment to enclose product in a sealed, airtight film or cello package.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing packing environment. It typically applies to the worker responsible for applying basic operating principles to the operation and monitoring of a high speed wrapping process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Read or listen to work instructions from supervisor and clarify where needed

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify work health and safety hazards and tell supervisor 1.3 Wear appropriate personal protective equipment and ensure correct fit 1.4 Confirm that materials and packaging components and consumables are available to meet food safety and production requirements
2. Prepare the wrapping equipment and process for operation	2.1 Carry out pre-start checks on process and related equipment to confirm readiness for use 2.2 Load and position packaging components and consumables according to operating procedures 2.3 Set parameters to meet safety and packaging requirements
3. Operate and monitor the wrapping process	3.1 Start, operate and monitor the process for variation in operating conditions 3.2 Monitor packaging quality and seal integrity to confirm that specifications are met 3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and apply workplace cleaning and environmental procedures
4. Shut down the wrapping process	4.1 Identify the appropriate shutdown procedure and implement 4.2 Report maintenance requirements according to workplace procedures 4.3 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role

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Skill	Description
	• Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2022 Operate a high speed wrapping process	FDFOP2022A Operate a high speed wrapping process	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2022 Operate a high speed wrapping process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated a high speed wrapping process on at least one occasion, including:

- accessing workplace information to identify wrapping requirements
- selecting, fitting and using personal protective equipment
- confirming supply of necessary packaging materials/film/cello and product, including inspecting the quality of both product and wrapping material to confirm that standards are met
- conducting pre-start checks, including:
  - inspecting equipment and conveyor belt condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters to suit product type
  - cancelling isolation or lock-outs as required
  - confirming that equipment is clean and correctly configured for packaging requirements
  - loading/threading packaging components/consumables
  - positioning electronic eyes and sensors correctly
  - ensuring all safety guards are in place and operational
  - confirming coders are correctly set for date and product requirements
- starting, operating, monitoring and adjusting wrapping equipment to achieve required outcomes, including monitoring control points and conducting inspections as required to confirm process remains within specification, including:
  - product alignment
  - product weights
  - packaging quality
  - packaging and product alignment
  - seal integrity, including testing packaging integrity

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    - codes, correct content and clarity/legibility
- monitoring flow of product to and from the process
- taking corrective action in response to out-of-specification results
- responding to and/or reporting equipment failure within level of responsibility
- locating emergency stop functions on equipment
- following isolation and lock-out/tag-out procedures as required to take high speed wrapping process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- preparing wrapping equipment and conveyors for cleaning
- completing workplace records as required
- maintaining work area to meet housekeeping standards
- using process control systems according to enterprise procedures
- cleaning and sanitising equipment according to enterprise procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of wrapping, including the properties and requirements of packaging materials used, coding requirements and related legal requirements (for example, product weight)
- basic operating principles of wrapping equipment, including:
    - main equipment components (for example, conveyors and related guides and alignment adjustments)
    - purpose and location of electronic eyes and sensors
    - status and purpose of guards
    - equipment operating capacities and applications, and services required for operation of wrapping equipment used in the workplace
- the flow of product to the wrapping process and the effect of outputs on downstream processes
- quality characteristics and requirements of product to be wrapped, wrapping materials and the final wrapped product
- methods used to monitor the process, including inspecting, measuring and testing as required by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- common causes of variation and corrective action required, including the effect of variation in both product and packaging components/consumables on performance

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- contamination/food safety hazards and risks associated with the wrapping process and related control measures
- work health and safety hazards and controls relevant to the high speed wrapping process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the filling and wrapping process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitation procedures for a high speed wrapping process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - high speed wrapping machine and related equipment and services
  - materials to be wrapped, cello/film and other packaging components/consumables
  - documentation
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements, stock flow systems and production/packaging schedules
  - information on equipment capacity and operating parameters
  - specifications, control points and operating parameters
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2023 Operate a packaging process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a packaging process or sub-system.

This unit applies to individuals who operate and monitor a packaging process and associated equipment in a food processing packaging environment. The unit applies in a food processing packaging environment where no other specific packaging unit is available.

A packaging process may relate to primary and secondary packaging activities. It typically requires the operation of a series of related items of equipment to achieve the required outcome.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in	1.1 Read or listen to work instructions from supervisor and clarify

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
processing area	where needed 1.2 Identify work health and safety hazards and tell supervisor 1.3 Wear appropriate personal protective equipment (PPE) and ensure correct fit 1.4 Confirm that packaging components and consumables, materials and items to be packaged are available to meet operating requirements 1.5 Identify and confirm cleaning and maintenance requirements and status according to workplace procedures
2. Prepare the equipment and process for operation	2.1 Fit and adjust machine components and related attachments 2.2 Enter operating parameters to meet safety and production requirements 2.3 Load or position materials, product and packaging components and consumables according to food safety and operating requirements 2.4 Check and adjust equipment performance according to operating and job requirements 2.5 Carry out pre-start checks according to operator instructions
3. Operate and monitor the process	3.1 Start, operate and monitor the process for variation in operating conditions according to work health and safety and operating procedures 3.2 Monitor the process to confirm that specifications are met 3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements
4. Shut down the process	4.1 Identify the appropriate shutdown procedure 4.2 Shut the process down safely according to operating procedures 4.3 Report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2023 Operate a packaging process	FDFOP2023A Operate a packaging process	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2023 Operate a packaging process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated a packaging process on at least one occasion, including:

- accessing workplace information to identify packaging requirements
- selecting, fitting and using PPE
- confirming supply of necessary packaging components/consumables, materials and services
- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - setting coders and printers
  - selecting appropriate equipment settings and/or related parameters
  - cancelling isolation or lock-outs as required
  - confirming that equipment is clean and correctly configured for packaging requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been completed
  - confirming that all safety guards are in place and operational
- starting, operating, monitoring and adjusting packaging equipment to achieve required outcomes, including:
  - packaging components/consumables and/or product
  - monitoring control points (for example, weights, codes, placement, glue temperatures, alignment and appearance, configuration and seal integrity) as required to confirm process remains within specification
- monitoring supply and flow of materials to and from the process
- taking corrective action in response to out-of-specification results
- responding to and/or reporting equipment failure within level of responsibility
- locating emergency stop functions on equipment

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- following isolation and lock-out/tag-out procedures as required to take packaging equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- completing workplace records as required
- maintaining work area to meet housekeeping standards
- using process control systems according to enterprise procedures
- cleaning and sanitising equipment according to enterprise procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the packaging process, including:
  - the purpose and characteristics required of packaging materials used
  - the principles of the packaging process used (where methods involve vacuum or map packaging, it includes an understanding of the effect of modified atmosphere on product shelf-life)
- product and packaging coding requirements and related legal requirements, including product weight
- basic operating principles of equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required and action to take if services are not available
- the flow of processes supplying the packaging process and the effect of outputs on downstream processes
- quality characteristics required of the packaging process, including seal integrity requirements
- effect of variation in inputs, including packaging components/consumables, materials and/or services, on process performance
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters, including restart procedures following a crash or jam-up
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- methods used to monitor the packaging process, including visual inspecting, and measuring and testing as required by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/food safety risks related to stages in the packaging process, and related control measures
- common causes of variation and corrective action required

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- work health and safety hazards and controls relevant to the packaging process
- requirements of different shutdowns as appropriate to the packaging process, including;
  - emergency and routine shutdowns and procedures to follow in the event of a power outage
  - conducting basic equipment referencing where required
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitation procedures for packaging equipment.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - packaging and related equipment and services
  - materials to be packaged and packaging components/consumables
  - sampling schedules, test procedures and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - specifications, control points and operating parameters
  - documentation and recording procedures
  - cleaning procedures, materials and equipment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2026 Operate a forming or shaping process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a biscuit forming or shaping process.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a biscuit production environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of machines and equipment to form and shape biscuit dough. Biscuits may be for human consumption or animal feed.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Read or listen to work instructions from supervisor and clarify where needed

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify work health and safety hazards and tell supervisor 1.3 Wear appropriate personal protective equipment and ensure correct fit according to work health and safety requirements 1.4 Confirm materials and ingredients are available to meet operating and food safety requirements 1.5 Identify and confirm cleaning and maintenance requirements and status
2. Prepare the biscuit forming process for operation	2.1 Fit and adjust machine components and related attachments according to operating requirements 2.2 Enter processing or operating parameters to meet safety and production requirements 2.3 Check and adjust equipment performance according to operating requirements 2.4 Carry out pre-start checks according to operator instructions
3. Operate and monitor the biscuit forming process	3.1 Start, operate and monitor the process for variation in operating conditions according to work health and safety and operating requirements 3.2 Monitor the process to confirm that formed product is produced to specification 3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements
4. Shut down the biscuit forming process	4.1 Identify the appropriate shutdown procedure and implement safely 4.2 Report maintenance requirements according to workplace procedures 4.3 Maintain workplace records in required format

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2026 Operate a forming or shaping process	FDFOP2026A Operate a forming or shaping process	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for FBPOPR2026 Operate a forming or shaping process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated a forming or shaping process on at least one occasion, including:

- accessing workplace information to identify biscuit forming process requirements
- selecting, fitting and using PPE
- confirming supply and condition of necessary materials and services, including transferring and loading dough into hoppers
- confirming condition of dough, including:
  - dough type matches product specification
  - dough temperature, consistency/texture, moisture level, weight and colour
  - dough standing time
  - dough supply/quantities
- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs as required
  - confirming that related equipment is clean and correctly configured for processing requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
- confirming setting selection, including:
  - setting parameters for process type
  - setting equipment speeds
  - adjusting roller and web settings (as required)
  - adjusting depositing/extrusion settings (as required)

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- starting, operating, monitoring and adjusting process equipment to achieve required outcomes, including control points and conducting inspections as required to confirm process remains within specification, including:
  - biscuit size, shape and thickness
  - biscuit weight
  - dough temperature
- forming product to specification, including conducting a trial run in preparation for production run
- monitoring supply and flow of materials to and from the process
- taking corrective action in response to out-of-specification results
- responding to and/or reporting equipment failure within level of responsibility
- conducting product/batch changeovers
- locating emergency stop functions on equipment
- shutting down equipment in response to an emergency situation
- following isolation and lock-out/tag-out procedures as required to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- completing workplace records as required
- maintaining work area to meet housekeeping standards
- using process control systems according to workplace procedures
- cleaning and sanitising equipment according to workplace procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of biscuit forming
- basic operating principles of equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required and action to take if services are not available
- the flow of the biscuit forming process and the effect of outputs on downstream processes
- effect of dough quality on process outcomes
- quality characteristics to be achieved by the process
- quality requirements of materials and effect of variation on process performance
- operating requirements and parameters and corrective action required where operation is outside specified operating parameters, including procedures for incorporating reworked dough and procedures for mending webs as required
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems

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- methods used to monitor the production process, including inspecting, measuring and testing as required by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/food safety risks associated with the process and related control measures
- common causes of variation and corrective action required
- work health and safety hazards and controls relevant to operating a forming or shaping process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitation procedures for biscuit forming and shaping equipment.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - forming process and related equipment and services
  - biscuit dough to be formed
  - sampling and testing schedules and procedures and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule and recipe/batch instructions
  - specifications, control points and processing parameters
  - documentation and recording procedures
  - cleaning procedures, materials and equipment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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FBPOPR2027 Dispense non-bulk ingredients

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to weigh, measure and label non-bulk ingredients to meet production requirements.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a production environment within the food processing industry. It typically applies to the production worker responsible for the dispensing of ingredients in order to support production operations. Ingredients may be highly concentrated materials, including colours, flavours, buffered acids and preservatives.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Read or listen to work instructions from supervisor and clarify where needed

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify work health and safety hazards and tell supervisor 1.3 Wear appropriate personal protective equipment and ensure correct fit according to work health and safety requirements 1.4 Inspect materials to confirm type, quality clearance, and quantities, and identify any obvious contamination or non-compliance
2. Prepare to dispense ingredients	2.1 Select measuring and weighing equipment appropriate to dispensing requirements and confirm readiness for use 2.2 Confirm that containers, bags and labels are available according to job specifications 2.3 Carry out pre-start checks according to operator instructions
3. Measure and/or weigh ingredients	3.1 Weigh or measure non-bulk ingredients and additives according to food safety and job specifications 3.2 Label dispensed ingredients according to workplace procedures 3.3 Monitor the accuracy of measuring and dispensing equipment to identify variation in operating conditions 3.4 Report variations in equipment operation 3.5 Follow and apply workplace cleaning and environmental procedures
4. Complete the dispensing process	4.1 Clean dispensing equipment according to workplace procedures 4.2 Identify and report unacceptable equipment and utensil condition 4.3 Identify and report maintenance requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements

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Skill	Description
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2027 Dispense non-bulk ingredients	FDFOP2027A Dispense non-bulk ingredients	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2027 Dispense non-bulk ingredients

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has dispensed non-bulk ingredients on at least one occasion, including:

- accessing workplace information to identify dispensing requirements
- selecting, fitting and using personal protective equipment, including use of breathing apparatus and fume cabinets
- confirming supply of necessary raw materials, including checking ingredient type, grade, quantity, use-by codes and quality clearance
- carrying out visual inspections and tests to confirm that raw materials are appropriate for use
- conducting pre-start checks on equipment, including:
  - inspecting the condition and cleanliness of equipment and utensils
  - taring scales and carrying out any related procedures to confirm that equipment is accurately calibrated and fit for use
  - confirming that any scheduled maintenance has been carried out
- identifying out-of-specification or unacceptable ingredient condition, and taking appropriate corrective action
- measuring materials and additives within specified accuracy range
- taking corrective action in response to out-of-specification results
- pacing dispensing to meet production requirements
- packing and labelling dispensed materials as required
- following labelling procedures, including identifying batch numbers, dates of preparation, contents and use-by information
- reconciling and recording materials dispensed against materials released, and returning unused materials to storage as required
- cleaning dispensing equipment and utensils according to workplace procedures
- responding to and/or reporting equipment failure within level of responsibility

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- completing dispensing records by workplace recording system
- maintaining work area to meet housekeeping standards
- using basic equipment to support the dispensing process according to workplace procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- quality characteristics and related handling requirements of raw materials/ingredients and additives used, including best-by/use-by codes, ingredient compatibility and common allergens used
- storage requirements and shelf-life of ingredients and additives, including ingredients with special storage and handling requirements and including hydroscopic ingredients
- relevant legislative responsibilities and workplace systems for recording and tracing the use of ingredients and additives and related workplace labelling requirements and purpose
- the relationship between the dispensing process and related operations, including accuracy and tolerance and consequence of error
- purpose, measuring and accuracy capacity of instrumentation and related equipment calibration responsibilities and procedures
- control points in the dispensing process
- contamination and food safety issues associated with dispensing and related control measures
- procedures for requisitioning, receiving and returning ingredients from stores
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- work health and safety hazards and controls, including the limitations of protective clothing and equipment relevant to the work process
- cleaning, care and storage of equipment and instrumentation used for dispensing non-bulk ingredients
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the dispensing process, including waste collection and handling procedures related to the process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - dispensing instrumentation and equipment

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  - containers, bags, labelling and storage facilities
  - raw materials, ingredients and additives to be dispensed
  - sampling schedules and test procedures and equipment as required
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements, stock flow systems, production schedules, batch and recipe instructions
  - information on equipment and instrumentation capacity and operating parameters
  - dispensing schedule or batch instructions
  - documentation and recording requirements and procedures
  - cleaning and sanitation procedures, materials and equipment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2028 Operate a mixing or blending process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to combine ingredients and additives in the correct quantities and sequence, and to operate and shut down mixing and blending equipment to achieve the required mix characteristics.

This unit applies to individuals who work under general supervision and exercise limited autonomy in the food processing industry. Mixes may include concentrated pre-mixes or bulk blends. The output of this process may be a product requiring further processing or for external use.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm materials are available to meet production requirements 1.2 Wear appropriate personal protective clothing and ensure correct

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	fit according to work health and safety requirements 1.3 Prepare pre-mixes according to food safety and job requirements 1.4 Identify and confirm cleaning and maintenance requirements and status
2. Prepare the mixing or blending equipment and process for operation	2.1 Fit machine components and related attachments and adjust to meet operating requirements 2.2 Enter processing or operating parameters to meet production requirements 2.3 Check equipment performance and adjust according to operating requirements 2.4 Perform pre-start checks according to operator instructions
3. Operate and monitor the mixing or blending process	3.1 Deliver ingredients and additives to the mixer in the required quantities and sequence to meet recipe specifications 3.2 Start, operate and monitor the process for variation in operating conditions according to work health and safety and operating procedures 3.3 Monitor the mixing process to confirm that specifications are met 3.4 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.5 Transfer mix to required production or storage location according to food safety and workplace procedures 3.6 Follow and apply workplace cleaning and environmental procedures
4. Shut down the mixing or blending process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process safely according to operating procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records in required format

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2028 Operate a mixing or blending process	FDFOP2028A Operate a mixing or blending process	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for FBPOPR2028 Operate a mixing or blending process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated a mixing or blending process on at least one occasion, including:

- accessing workplace information to identify mixing/blending requirements
- selecting, fitting and using personal protective clothing and/or equipment
- confirming supply of necessary materials and services
- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs as required
  - confirming that equipment is clean and correctly configured for processing requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
- adding/loading materials in correct quantities and sequence, including monitoring automatic ingredient addition and/or manual addition
- starting, monitoring and adjusting mixing or blending process equipment to achieve required outcomes, including monitoring flow rates/quantity, time or temperature and mix/blending settings
- monitoring control points and conducting inspections to confirm process remains within specification
- monitoring supply and flow of ingredients and additives to and from the mixing or blending process
- pacing mixing/blending to meet production requirements
- taking corrective action in response to out-of-specification results
- responding to and/or reporting equipment failure within level of responsibility

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- locating emergency stop functions on equipment
- following isolation and lock-out or tag-out procedures to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- completing workplace records
- maintaining work area to meet housekeeping standards
- using process control systems according to workplace procedures
- labelling and storing pre-mixes and/or mixes according to workplace procedures
- cleaning and sanitising equipment according to workplace procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of preparing mixes and blends, including the characteristics and basic function of ingredients and additives used, method and sequence of ingredient addition required to achieve required blend characteristics and, where relevant, the purpose of conditioning, maturation or holding stages required prior to further processing of the mix
- specific gravity and bulk density as appropriate for ingredients used
- basic operating principles of mixing/blending equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
  - awareness of calibration schedules for scales and related weighing/measuring equipment
- services required and action to take if services are not available
- the flow of the mixing process and the effect of mix preparation on downstream processes
- procedures for requisitioning, receiving and returning ingredients from stores
- ingredient-handling requirements and shelf-life or coding
- quality characteristics required of ingredients and additives and their effect on mixing process performance, including methods used to condition or prepare ingredients prior to addition
- methods used to monitor the blending or mixing process, including inspecting, measuring and testing, by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements, including:
  - flow rates
  - ingredient/additive addition sequence
  - times/temperatures and agitator speeds
  - required characteristics of blend, including viscosity, appearance and temperature

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- required attributes of the mixed or blended output, including chemical, texture and flavour profiles as required
- the effect of the mixing or blending parameters, including temperature and length of mix time on mixing outcome
- contamination and food safety risks associated with the process and related control measures, including product compatibility and cross-contamination risks and associated cleaning requirements, as well as common allergens used in mixes prepared
- operating requirements and parameters, and corrective action required when operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- common causes of variation and corrective action required
- work health and safety hazards and controls relevant to the mixing and blending process
- requirements of different shutdowns as appropriate to the blending or mixing process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities relevant to the mixing and blending process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the mixing or blending process, including waste or rework collection and handling procedures related to the process
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment
- characteristics of solutions, suspensions and emulsions for the mixing and blending process
- product labelling and storage requirements for the mixing and blending process
- cleaning and sanitation procedures for mixing or blending equipment.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - mixing/blending process equipment, services and related storage facilities as required
  - ingredients and additives required for the mixing/blending process
  - sampling schedules and test procedures and equipment as required
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements, stock flow systems, production schedules, batch/recipe instructions

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- information on equipment capacity and operating parameters
- production schedule/batch/recipe instructions
- specifications, control points and processing parameters.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2029 Operate a baking process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down processes used to bake and depan baked products.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing production workplace. It typically applies to the production worker responsible for producing baked products that may include pastry, biscuits, cake and other dough-based products that may be fresh or frozen.

This unit does not apply to production of bread. For bread baking, refer to the relevant plant baking and/or retail baking units of competency.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the baking equipment and process for operation	1.1 Confirm materials are available to meet operating requirements 1.2 Wear appropriate personal protective clothing and ensure correct fit according to work health and safety requirements 1.3 Prepare materials to meet production requirements 1.4 Confirm services are available and ready for operation 1.5 Check equipment performance and pans, and adjust according to operating requirements 1.6 Set the process to meet safety and production requirements 1.7 Conduct pre-start checks according to operator instructions
2. Operate and monitor the baking process	2.1 Start, operate and monitor the baking process for variation in operating conditions according work health and safety and operating procedures 2.2 Load product and bake product to specification according to food safety and operating requirements 2.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 2.4 Follow and apply workplace cleaning and environmental procedures
3. Shut down the baking process	3.1 Identify the appropriate shutdown procedure 3.2 Shut down the process safely according to operating procedures 3.3 Identify and report maintenance requirements 3.4 Maintain workplace records in appropriate format

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements

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Skill	Description
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2029 Operate a baking process	FDFOP2029A Operate a baking process	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2029 Operate a baking process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated a baking process on at least one occasion, including:

- accessing workplace information to identify baking process requirements
- selecting, fitting and using personal protective clothing and/or equipment
- confirming supply of necessary materials and services
- confirming condition and quality of ingredients
- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs
  - confirming that equipment is clean and correctly configured for processing requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational, and rework bins are positioned
- confirming settings and parameters, including:
  - correct oven settings for baking time
  - oven zone temperatures
  - conveyor speed, loaders and dischargers
  - circulation and exhaust fans
  - water seals
  - burner controls and steam
  - heights, guides and air blowers
  - pre-blast conveyor

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- starting, operating, monitoring and adjusting process equipment to achieve required outcomes, including monitoring control points and conducting inspections to confirm process remains within specification, including:
  - baking output, including quantities and product appearance (colour and sheen, uniformity of shape, weight and size, and moisture)
- confirming product is cleanly removed from the pan (depanning stage) and/or belt/band
- taking corrective action in response to out-of-specification results
- responding to and/or reporting equipment failure within level of responsibility
- locating emergency stop functions on baking equipment
- following isolation and lock-out/tag-out procedures to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- sorting, collecting, treating, recycling or disposing of waste, including clearing dust extractors
- completing workplace records
- maintaining work area to meet housekeeping standards
- setting up, starting up and monitoring the proofer, including time and temperature, humidity and position of the loading arm
- monitoring the proving process according to workplace procedures, including dough condition/surface and dough size and height
- setting up and operating finishing equipment according to workplace procedures, including setting topping application equipment, water sprays and splitters (monitoring typically involves checking appearance to confirm even coverage and/or finish to product specification)
- using process control systems according to workplace procedures
- cleaning and sanitising equipment according to workplace procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of each stage of the baking process, including the stages of the baking process and changes that occur in the product, including starch gelatinisation, the effect of variables (e.g. time, temperature and humidity), and oven zones as appropriate to oven type
- basic operating principles of equipment, including:
  - the difference between convection and impingement ovens
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required and action to take if services are not available
- the flow of the baking process and the effect of outputs on customer satisfaction and downstream processes, including packaging

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- quality requirements of materials and the effect of variation on baking process performance
- quality characteristics to be achieved by the baked product
- process specifications, procedures and operating parameters for different baked pastry products
- operating requirements, parameters and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- methods used to monitor the baking process, including inspecting, measuring and testing, by the process
- inspection or test points (control points) in the baking process and the related procedures and recording requirements, including the ability to conduct dew point and/or wet bulb tests
- contamination/food safety risks associated with the baking process and related control measures
- common causes of variation and corrective action required
- work health and safety hazards and controls, including risks of spontaneous combustion and limitations of protective clothing and equipment used
- requirements of different shutdowns as appropriate to the baking process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities relevant to operating a baking process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the baking process, including waste/rework collection and handling procedures related to the process
- purpose and operating procedures for related processes, including in-line proving and finishing equipment where relevant
- basic operating principles of process control where relevant, including the relationship between control panels and systems and the physical equipment
- routine maintenance procedures for baking equipment
- cleaning and sanitation procedures for baking equipment.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - baking and depanning equipment and services, and related equipment
  - product to be baked
  - sampling schedules and test procedures and equipment

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- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - specifications, control points and processing parameters
  - production schedule and recipe/batch instructions
  - documentation and recording requirements and procedures
  - cleaning procedures, materials and equipment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2031 Operate a coating application process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down processes to dust and apply coatings to product.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing production workplace. This unit typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a coating process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm materials are available to meet operating requirements 1.2 Wear appropriate personal protective clothing and ensure correct

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	fit according to work health and safety requirements 1.3 Identify and confirm workplace cleaning and maintenance requirements and status
2. Prepare the coating process for operation	2.1 Enter processing and operating parameters to meet safety and production requirements 2.2 Check equipment performance and adjust according to operating requirements 2.3 Carry out pre-start checks according to operator instructions
3. Operate and monitor the coating process	3.1 Start, operate and monitor the process for variation in operating conditions according to work health and safety and operating procedures 3.2 Monitor the process to confirm that specifications are met 3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and apply workplace cleaning and environmental procedures
4. Shut down the coating process	4.1 Identify the appropriate shutdown procedure 4.2 Shut the process down safely according to operating procedures 4.3 Identify and report maintenance requirements 4.4 Maintain workplace records in appropriate format

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media

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Skill	Description
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2031 Operate a coating application process	FDFOP2031A Operate a coating application process	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2031 Operate a coating application process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated a coating application process on at least one occasion, including:

- accessing workplace information to identify processing requirements
- selecting, fitting and using personal protective clothing and/or equipment
- confirming supply of necessary materials and services
- preparing coating materials as required
- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs as required
  - confirming that equipment is clean and correctly configured for processing requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
- starting, operating, monitoring and adjusting coating equipment to achieve required outcomes (this will depend on the nature of coating materials), including:
  - condition of coating materials, including checking grist/particle shape and size, and checking for dough balls or lumps in flour-based breaders
  - viscosity and temperature of batter-type breaders and glazes
  - condition of product to be coated
  - product orientation/indexing
  - conveyor positions and speeds
  - drum speed
  - compression roller settings (drum applicator)

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  - dip pond levels
  - air blow off settings
  - spread/evenness of coating
- monitoring supply and flow of materials to and from the coating process
- taking corrective action in response to out-of-specification results
- conducting product/batch changeovers
- reporting and/or recording corrective action as required
- locating emergency stop functions on equipment
- following isolation and lock-out/tag-out procedures as required to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- preparing equipment for cleaning
- responding to and/or reporting equipment failure within level of responsibility
- completing workplace records as required
- maintaining work area to meet housekeeping standards
- preparing breaders and glazes according to workplace procedures
- using process control systems according to workplace procedures
- cleaning and sanitising equipment according to workplace procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of coating, including coating process, process design and operation to achieve the coating requirements, related requirements of product and coating condition and equipment settings
- basic operating principles of coating application equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- quality characteristics to be achieved by the coating process
- the flow of the coating process and the effect of product output on downstream processes
- quality requirements of coating materials and product to be coated, and effect of variation on process performance
- operating requirements and parameters of coating application equipment and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- techniques used to monitor the coating process, including inspecting, measuring and testing as required by the process

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- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/food safety risks associated with the process and related control measures relevant to the coating application process
- common causes of variation and corrective action required
- work health and safety hazards and controls relevant to the coating application process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the coating process, including waste collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitation procedures for coating application equipment.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - coating process and related equipment and services
  - coating materials and product
  - sampling schedules and test procedures and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule, batch/recipe instructions
  - documentation and recording requirements and procedures
  - cleaning procedures, materials and equipment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2033 Operate a depositing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a depositing process to deposit into tins, onto belts or directly onto product, where a further processing outcome is required.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing production environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a depositing process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in depositing processing	1.1 Read or listen to work instructions from supervisor and clarify where needed

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
area	1.2 Confirm materials are available to meet operating requirements 1.3 Identify and confirm cleaning and maintenance requirements and status according to work health and safety and food safety requirements 1.4 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the depositing equipment and process for operation	2.1 Fit machine components and related attachments and adjust to meet operating requirements 2.2 Enter processing and operating parameters to meet safety and production requirements 2.3 Check equipment performance and adjust according to production requirements 2.4 Carry out pre-start checks according to work health and safety and operating procedures 2.5 Transfer materials to depositing equipment according to workplace procedures
3. Operate and monitor the depositing process	3.1 Start, operate and monitor the depositing process for variation in operating conditions 3.2 Monitor the depositing process to confirm that specifications are met 3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and apply workplace housekeeping and environmental working procedures
4. Shut down the depositing process	4.1 Identify the appropriate shutdown procedure 4.2 Shut the process down according to work health and safety and operating procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2033 Operate a depositing process	FDFOP2033A Operate a depositing process	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2033 Operate a depositing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated a depositing process on at least one occasion, including:

- accessing workplace information to identify depositing processing requirements
- selecting, fitting and using personal protective clothing and/or equipment
- confirming supply of necessary materials and services for production, including confirming condition of materials, including temperature, texture, appearance and holding times, prior to use
- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - setting up depositor manifold and controls to meet production requirements and cancelling isolation or lock-outs
  - confirming that related equipment is clean and correctly configured for processing requirements
  - sensors and controls are correctly positioned
  - any scheduled maintenance has been carried out
  - all safety guards are in place and operational
- starting, operating, monitoring and adjusting depositing process equipment to achieve required outcomes, including monitoring control points and conducting inspections to confirm the process remains within specification, including:
  - maintaining supply of materials to hopper
  - controlling weights
  - checking dimensions and positioning of deposited material
  - visual inspections to identify faults, including unacceptable placement
  - checking pump stroke settings
  - checking line speed

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- monitoring supply and flow of materials to and from the depositing process to confirm process remains within specification
- taking corrective action in response to out-of-specification results
- responding to and/or reporting equipment failure within level of responsibility
- locating emergency stop functions on equipment
- following isolation and lock-out/tag-out procedures to take depositing process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- completing workplace records
- maintaining work area to meet housekeeping standards
- using process control systems according to workplace procedures
- cleaning and sanitising equipment according to workplace procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the depositing process, including product preparation and conditioning requirements and product depositing
- basic operating principles of equipment used in the depositing process, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
  - services required and action to take if services are not available
- the flow of the depositing process and the effect of outputs on downstream processes
- quality requirements of materials for depositing and the effect of variation on depositing process performance and outputs
- quality characteristics required of outputs from the depositing process
- operating requirements and parameters of the depositing process, and corrective action required where operation is outside specified operating parameters
- scope to adjust for weight variation within workplace quality parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- methods used to monitor the depositing process, including inspecting, measuring and testing by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/food safety risks associated with the depositing process and related control measures
- common causes of variation in the operation of the depositing process and corrective action required

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- work health and safety hazards and controls relevant to the operation of the depositing process
- requirements of different shutdowns as appropriate to the depositing process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for the operation of the depositing process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the depositing process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitising procedures required for the depositing process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - depositing and related equipment
  - ingredients/mix to be deposited
  - recipe/batch instructions
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - specifications, control points and processing parameters
  - sampling schedules and test procedures and equipment
  - documentation and recording requirements and procedures
  - cleaning procedures, materials and equipment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2034 Operate an evaporation process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down an evaporation process.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of an evaporation process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Read or listen to work instructions from supervisor and clarify where needed 1.2 Confirm materials are available to meet operating and food safety

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 1.3 Identify and confirm cleaning and maintenance requirements and status 1.4 Wear appropriate personal protective clothing and ensure correct fit according to work health and safety requirements
2. Prepare the evaporation process for operation	2.1 Enter processing and operating parameters as required to meet safety and production requirements 2.2 Check equipment performance and adjust according to operating requirements 2.3 Carry out pre-start checks according to operator instructions
3. Operate and monitor the evaporation process	3.1 Start, operate and monitor the process for variation in operating conditions according to work health and safety and operating requirements 3.2 Identify variation in equipment operation and report maintenance requirements 3.3 Monitor the process to confirm that specifications are met 3.4 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.5 Follow and apply workplace cleaning and environmental procedures
4. Shut down the evaporation process	4.1 Identify the appropriate shutdown procedure 4.2 Shut the process down safely according to operating procedures 4.3 Identify and report maintenance requirements 4.4 Maintain workplace records in appropriate format

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2034 Operate an evaporation process	FDFOP2034A Operate an evaporation process	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2034 Operate an evaporation process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated an evaporation process on at least one occasion, including:

- accessing workplace information to identify processing requirements
- selecting, fitting and using personal protective clothing and/or equipment
- confirming supply of necessary materials and services
- preparing materials for an evaporation process
- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs as required
  - confirming that equipment is clean and correctly configured for processing requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
- starting, operating, monitoring and adjusting evaporation equipment to achieve required outcomes, including monitoring control points and conducting inspections as required to confirm process remains within specification, including:
  - temperatures
  - vacuum
  - motor amperage
  - condensate flow
  - steam flow and pressure
  - throughput
  - time/speed

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    - evaporated product characteristics
- monitoring supply and flow of materials to and from the evaporation process
- taking corrective action in response to out-of-specification results
- reporting and/or recording corrective action as required
- locating emergency stop functions on equipment
- following isolation and lock-out/tag-out procedures as required to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- preparing equipment for cleaning
- responding to and/or reporting equipment failure within level of responsibility
- completing workplace records as required
- maintaining work area to meet housekeeping standards
- using process control systems according to workplace procedures
- cleaning and sanitising equipment according to workplace procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of evaporation, including:
    - an understanding of the principles of steam
    - the relationship between boiling point and pressure as applied to evaporation
    - the changes that occur to product as it moves through the evaporation process
- basic operating principles of evaporation equipment, including:
    - main equipment components
    - status and purpose of guards
    - equipment operating capacities and applications
    - the purpose and location of sensors and related feedback instrumentation
- quality characteristics to be achieved by the evaporation process
- the flow of the evaporation process and the effect of product output on downstream processes
- quality requirements of materials and the effect of variation on process performance
- operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- techniques used to monitor the evaporation process, including inspecting, measuring and testing as required by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/food safety risks associated with the process and related control measures relevant to the evaporation process

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- common causes of variation and corrective action required
- work health and safety hazards and controls relevant to the evaporation process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the evaporation process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitation procedures for evaporation equipment.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - evaporation process and related equipment and services
  - materials to be evaporated
  - sampling schedules and test procedures and equipment
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule, batch/recipe instructions
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2035 Operate an enrobing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down an enrobing process.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of an enrobing process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm tempered chocolate is available for enrobing, and condition centres/bars as required to meet operating requirements 1.2 Identify and confirm cleaning and maintenance requirements and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	status according to work health and safety and food safety requirements 1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the enrobing equipment and process for operation	2.1 Fit and adjust machine components and related attachments to meet operating requirements 2.2 Enter processing/operating parameters as required to meet safety and production requirements 2.3 Check and adjust equipment performance according to operating requirements 2.4 Carry out pre-start checks according to work health and safety and operating requirements
3. Operate and monitor the enrobing process	3.1 Start, operate and monitor the enrobing process for variation in operating conditions 3.2 Monitor the process to confirm that specifications are met 3.3 Identify, rectify and report out-of-specification equipment, product and process outcomes according to workplace requirements 3.4 Follow and apply workplace housekeeping and environmental procedures
4. Shut down the enrobing process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to work health and safety and operating requirements 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2035 Operate an enrobing process	FDFOP2035A Operate an enrobing process	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2035 Operate an enrobing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated an enrobing process on at least one occasion, including:

- accessing workplace information to identify enrobing process requirements
- selecting, fitting and using personal protective clothing and/or equipment
- confirming supply of tempered chocolate and the relevant centres/biscuits are available at the correct temperature
- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs as required
  - confirming that equipment is clean and correctly configured for processing requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
- starting, operating, monitoring and adjusting enrobing process equipment to achieve required outcomes, including monitoring control points and conducting inspections as required to confirm process remains within specification, including:
  - supply of chocolate to the enrobing reservoir
  - temperatures of chocolate and pipelines
  - chocolate temper
  - chocolate supply pump speed
  - curtain flow
  - blower and vibrator settings
  - temperature profile of cooling tunnel

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  - chocolate coverage
  - backing off and tailing
  - product weight
  - appearance
  - cooling temperatures
- monitoring supply and flow of materials to and from the enrobing process and equipment operation to confirm process remains within specification
- taking corrective action in response to out-of-specification results
- responding to and/or reporting equipment failure within level of responsibility
- locating emergency stop functions on equipment
- following isolation and lock-out/tag-out procedures as required to take enrobing process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- completing workplace records as required
- maintaining work area to meet housekeeping standards
- using process control systems according to workplace procedures
- cleaning and sanitising equipment according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the enrobing process, including the effect of chocolate viscosity on enrobing, and types of chocolate suitable/used for coverage and backing off
- basic operating principles of equipment used for the enrobing process, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required for the enrobing process and action to take if services are not available
- the flow of the enrobing process and the effect of outputs on downstream processes
- conditioning requirements for centres/bars/biscuits and chocolate, including understanding of temper test procedures
- quality characteristics of centres/bars/biscuits and chocolate for use in the enrobing process and the effect of variation on process performance and outputs
- quality characteristics to be achieved by the enrobing process
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- methods used to monitor the enrobing process, including inspecting, measuring and testing as required by the process

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- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/food safety risks associated with the enrobing process and related control measures
- common causes of variation for the operation of the enrobing process and corrective action required
- work health and safety hazards and controls relevant to the operation of the enrobing process
- requirements of different shutdowns as appropriate to the enrobing process and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for the operation of the enrobing process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the enrobing process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitising procedures required for the enrobing process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - process and related equipment and services, including enrober and cooling equipment
  - materials to be processed, including tempered chocolate and conditioned centres to be enrobed
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - recipe/batch instructions
  - specifications, control points and processing parameters
  - sampling schedules and test procedures and equipment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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FBPOPR2036 Operate an extrusion process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down an extrusion process.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of an extrusion process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in extrusion processing area	1.1 Confirm materials are available to meet operating requirements 1.2 Identify and confirm cleaning and maintenance requirements and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	status according to work health and safety and food safety requirements 1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the extrusion equipment and process for operation	2.1 Enter processing and operating parameters as required to meet safety and production requirements 2.2 Check equipment performance and adjust according to production requirements 2.3 Carry out pre-start checks according to work health and safety and operating procedures
3. Operate and monitor the extrusion process	3.1 Deliver ingredients and additives to the extrusion process in the required quantities and sequence 3.2 Monitor preparation of the mass to confirm that specifications are met and mass is suitable for extrusion 3.3 Start, operate and monitor the extrusion process for variation in operating conditions according to workplace procedures 3.4 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.5 Follow and apply workplace housekeeping and environmental procedures
4. Shut down the extrusion process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to work health and safety and operating procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2036 Operate an extrusion process	FDFOP2036A Operate an extrusion process	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2036 Operate an extrusion process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated an extrusion process on at least one occasion, including:

- accessing workplace information to identify processing requirements
- selecting, fitting and using personal protective clothing and/or equipment
- confirming supply of necessary materials/ingredients and services
- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting and fitting appropriate attachments where required
  - setting processing parameters
  - cancelling isolation or lock-outs as required
  - confirming that equipment is clean and correctly configured for processing requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
- starting, operating, monitoring and adjusting process equipment to achieve required outcomes, including monitoring control points and conducting inspections as required at each stage of the extrusion process to confirm process remains within specification, including:
  - parameters, including throughput
  - load/work input as measured by rpm (revolutions per minute)
  - kilowatts
  - amps and/or Hz (hertz) at each stage of the process
- monitoring supply of materials to and from the extrusion process
- taking corrective action in response to out-of-specification results

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- responding to and/or reporting equipment failure within level of responsibility
- locating emergency stop functions on equipment
- following isolation and lock-out/tag-out procedures as required to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- completing workplace records as required
- maintaining work area to meet housekeeping standards
- using process control systems according to workplace procedures
- cleaning and sanitising equipment according to workplace procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of each part of the process, including the purpose and methods used to achieve each stage of the extrusion process
- basic operating principles of equipment used for the extrusion process, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required for the extrusion process and action to take if services are not available
- the flow of the extrusion process and the effect of outputs on downstream processes
- quality characteristics of extruded output, including required characteristics of mass or blend to be extruded, including:
  - gelatinisation and viscosity
  - dimensions, texture and hardness of extruded product
  - moisture content
- effect of variation in inputs and/or services on process performance
- operating requirements and parameters and corrective action required where operation is outside specified operating parameters, including the effect of variation in key variables, including:
  - throughput and work input at each stage of the process
  - effect of time and temperature
  - barrel pressures and temperatures at each zone
- typical equipment faults for the extrusion process and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems, including:
  - screw and barrel assembly wear
  - die plate wear
  - wear of conditioner paddles
  - extruder knife condition

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- methods used to monitor the extrusion process, including inspecting, measuring and testing as required by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- common causes of variation in the operation of the extrusion process and corrective action required
- contamination risks related to the extrusion process and related control measures
- work health and safety hazards and controls relevant to the operation of the extrusion process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for the operation of the extrusion process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the extrusion process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitation procedures required for the extrusion process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - extrusion and related equipment and services
  - ingredients/blend/mass to be extruded
  - sampling schedules and test procedures and equipment
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule/batch instructions
  - specifications, control points and processing parameters
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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FBPOPR2037 Operate a filtration process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a filtration process.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a filtration process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in filtration processing area	1.1 Confirm materials are available to meet operating requirements 1.2 Identify and confirm cleaning and maintenance requirements and status according to work health and safety and food safety

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the filtration equipment and process for operation	2.1 Fit and adjust machine components and related attachments to meet operating requirements 2.2 Enter processing and operating parameters to meet safety and production requirements 2.3 Check equipment performance and adjust according to production requirements 2.4 Carry out pre-start checks according to work health and safety and operating procedures
3. Operate and monitor the filtration process	3.1 Start, operate and monitor the filtration process for variation in operating conditions 3.2 Confirm separation of solids from solution meets specifications 3.3 Monitor the process to confirm that specifications are met 3.4 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.5 Follow and apply workplace housekeeping and environmental procedures
4. Shut down the filtration process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to work health and safety and operating procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2037 Operate a filtration process	FDFOP2037A Operate a filtration process	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2037 Operate a filtration process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated a filtration process on at least one occasion, including:

- accessing workplace information to identify filtration processing requirements
- selecting, fitting and using personal protective clothing and/or equipment
- confirming supply of necessary materials and services
- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting and fitting appropriate screens and equipment components
  - selecting settings and/or related parameters
  - cancelling isolation or lock-outs as required
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
- starting, operating, monitoring and adjusting filtration process and equipment to achieve required outcomes, including:
  - flow rates
  - residence time
  - solids for in-feeds and out-feeds (this is typically done by conducting a spin test)
- monitoring supply and flow of materials to and from the filtration process
- taking corrective action in response to out-of-specification results, including identifying and responding to sieve or screen blockages or tears
- identifying and/or reporting equipment faults, including confirming condition screens and sieves and replacing damaged components within level of responsibility
- locating emergency stop functions on equipment

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- follow isolation and lock-out/tag-out procedures to take filtration and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- cleaning and sanitising filtration equipment
- completing workplace records
- maintaining work area to meet housekeeping standards
- using process control systems according to workplace procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of filtration, including stages and changes that occur during filtration
- basic operating principles of filtration equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications, including relevant screens and sieves by filtration equipment
  - the purpose and location of sensors and related feedback instrumentation
- services required for operation of filtration equipment used in the workplace
- the flow of the filtration process and the effect of product output on downstream processes
- effect of raw material characteristics on filtration performance
- quality characteristics required of filtration process output
- test methods used to monitor solids in in-feed and out-feed streams
- operating requirements and parameters for the filtration process and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems, including screen or sieve damage
- common causes of variation in the operation of the filtration process and corrective action required
- spoilage and other food safety risks associated with filtration
- work health and safety hazards and controls, including the limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to the filtration process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- cleaning procedures appropriate for the range of filtration components used
- isolation, lock-out and tag-out procedures and responsibilities required for the operation of the filtration process
- cleaning and sanitising methods and procedures required for the filtration process
- procedures and responsibility for reporting production and performance information

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- environmental issues and controls relevant to filtration, including handling of effluent
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - filtration and related equipment and services
  - materials required for filtration
  - sampling schedules and test procedures and equipment as required
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements, stock flow systems, production schedules, and batch/recipe instructions
  - information on equipment capacity and operating parameters
  - production schedule/batch instructions
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2038 Operate a grinding process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a grinding process.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a grinding process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in grinding processing area	1.1 Read or listen to work instructions from supervisor and clarify where needed

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Confirm materials are available to meet operating requirements 1.3 Identify and confirm cleaning and maintenance requirements and status according to work health and safety and food safety requirements 1.4 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the grinding equipment and process for operation	2.1 Fit and adjust machine components and related attachments to meet operating requirements 2.2 Enter processing and operating parameters as required to meet safety and production requirements 2.3 Check equipment performance and adjust according to production requirements 2.4 Carry out pre-start checks according to work health and safety and operating procedures
3. Operate and monitor the grinding process	3.1 Start, operate and monitor the grinding process for variation in operating conditions 3.2 Monitor the process to confirm that specifications are met 3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and apply workplace housekeeping and environmental procedures
4. Shut down the grinding process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to work health and safety and operating procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2038 Operate a grinding process	FDFOP2038A Operate a grinding process	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2038 Operate a grinding process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated a grinding process on at least one occasion, including:

- accessing workplace information to identify processing requirements
- selecting, fitting and using personal protective clothing and/or equipment
- confirming supply of necessary materials and services to the grinding process
- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs as required
  - confirming that equipment is clean and correctly configured for processing requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
- operating stockfeed control panel to transfer and grind product
- monitoring and adjusting the grinding process and equipment operation to achieve required outcomes, including:
  - monitoring control points and conducting inspections as required to confirm process remains within specification
  - running adjustments to hammer mills and roller mills
- monitoring supply and flow of materials to and from the grinding process
- taking corrective action in response to out-of-specification results
- responding to and/or reporting equipment failure within level of responsibility
- locating emergency stop functions on equipment

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- following isolation and lock-out/tag-out procedures as required to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- completing workplace records as required
- sorting, collecting, treating, recycling or disposing of waste
- maintaining work area to meet housekeeping standards
- cleaning and sanitising equipment according to workplace procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the grinding process, including the characteristics of materials, which can be reduced to a suitable form for product, including stockfeed
- basic operating principles of equipment used to operate the grinding process, including:
  - main equipment components
  - bulk materials transfer systems and equipment
  - dust collection equipment
  - grinding equipment operating capacities and applications
  - the purpose and location of magnets, sensors and related feedback instrumentation
- services required for the grinding process and action to take if services are not available
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- the flow of the grinding process and the effect of product output on downstream processes
- quality characteristics and uses of grinding process outputs
- effect of the grinding process on the end product
- effect of raw material characteristics on grinding process performance
- operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- typical equipment faults related to the grinding process and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- techniques used to monitor the production process, including inspecting, measuring and testing as required by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/food safety risks associated with the grinding process and related control measures
- common causes of variation for the grinding process and corrective action required
- work health and safety hazards and controls related to the grinding process, including:
  - the risk of dust explosion
  - an understanding of the limitations of protective clothing and equipment relevant to the work process

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- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for the operation of the grinding process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process
- cleaning and sanitation procedures required for the operation of the grinding process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - grinding and related equipment and services
  - stock required for the grinding process
  - sampling schedules and test procedures and equipment as required
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements, stock flow systems, production schedules, batch/recipe instructions
  - specifications, control points and processing parameters
  - production schedule/batch instructions
  - information on equipment capacity and operating parameters
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2039 Operate a frying process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a frying process.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a frying process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in frying processing area	1.1 Confirm frying oil and product are available to meet operating requirements 1.2 Identify and confirm cleaning and maintenance requirements and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	status according to work health and safety and food safety requirements 1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the frying process for operation	2.1 Fit and adjust machine components and related attachments to meet operating requirements 2.2 Enter processing and operating parameters as required to meet safety and production requirements 2.3 Check equipment performance and adjust according to production requirements 2.4 Carry out pre-start checks according to work health and safety and operating procedures
3. Operate and monitor the frying process	3.1 Start, operate and monitor the process for variation in operating conditions 3.2 Monitor the process to confirm that specifications are met 3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and apply workplace housekeeping and environmental procedures
4. Shut down the frying process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to work health and safety and operating procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2039 Operate a frying process	FDFOP2039A Operate a frying process	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for FBPOPR2039 Operate a frying process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated a frying process on at least one occasion, including:

- accessing workplace information to identify frying requirements
- selecting, fitting and using personal protective clothing and/or equipment
- confirming supply of necessary oil type to meet product frying requirements, product to be processed and services
- preparing materials as required prior to frying
- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs as required
  - confirming that equipment is clean and valves are correctly positioned for oil transfer and processing stages
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
- starting, operating, monitoring and adjusting the frying process and equipment to achieve required outcomes, including monitoring control points and conducting inspections as required to confirm process remains within specification, including:
  - product throughput/belt speeds
  - oil levels/temperatures
  - operation of oil filtration process
  - visual appearance of product, including breaking open to inspect
- monitoring supply and flow of materials to and from the process
- taking corrective action in response to out-of-specification results

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- responding to and/or reporting equipment failure within level of responsibility
- locating emergency stop functions on equipment
- following isolation and lock-out/tag-out procedures as required to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- completing workplace records as required
- maintaining work area to meet housekeeping standards
- using process control systems according to workplace procedures
- cleaning and sanitising equipment according to workplace procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of frying, including optimal frying conditions and the role of oil filtration
- basic operating principles of equipment used in the operation of a frying process, including:
  - main equipment components
  - the configuration of valves, pumps and pipework
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- the flow of the frying process and the effect of product output on downstream processes
- quality characteristics to be achieved by the frying process
- effect of product and oil quality characteristics on the frying process, final product and shelf-life
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- methods used to monitor the frying process, including inspecting, measuring and testing as required by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/food safety risks associated with the frying process and related control measures
- common causes of variation related to the frying process and corrective action required
- work health and safety hazards and controls, including the fire suppression system and procedures to follow if temperatures exceed the specified range
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage

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- isolation, lock-out and tag-out procedures and responsibilities required for the operation of the frying process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the frying process, including procedures for recycling oil and for disposing of spent oil, and the consequences of incorrect disposal
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitation procedures required for the frying process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - in-line frying equipment and related equipment and services
  - frying oil suited to product type and product to be fried
  - sampling schedules and test procedures and equipment as required
  - cleaning procedures, materials and equipment as required
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule/batch instructions
  - specifications, control points and processing parameters
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2040 Operate a heat treatment process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a heat treatment process.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a heat treatment process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in heat treatment processing area	1.1 Confirm materials are available to meet operating requirements 1.2 Identify and confirm cleaning and maintenance requirements and status according to work health and safety and food safety

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the heat treatment process for operation	2.1 Fit machine components and related attachments and adjust to meet operating requirements 2.2 Enter processing and operating parameters to meet safety and production requirements 2.3 Check equipment performance and adjust according to production requirements 2.4 Carry out pre-start checks according to work health and safety and operating procedures
3. Operate and monitor the heat treatment process	3.1 Start, operate and monitor the process for variation in operating conditions 3.2 Monitor the process to confirm that temperature specifications are met 3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and apply workplace housekeeping and environmental working procedures
4. Shut down the heat treatment process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to work health and safety and operating procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2040 Operate a heat treatment process	FDFOP2040A Operate a heat treatment process	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2040 Operate a heat treatment process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated a heat treatment process on at least one occasion, including:

- accessing workplace information to identify heat treatment requirements
- selecting, fitting and using personal protective clothing and/or equipment
- confirming supply of necessary materials and services
- preparing materials
- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs
  - confirming that equipment is clean and correctly configured for processing requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
- starting, operating, monitoring and adjusting the heat treatment process and equipment to achieve required outcomes, including monitoring control points and conducting inspections to confirm process remains within specification, including:
  - time and temperature
  - pressure
  - flow rates
  - flow diversion
- monitoring supply and flow of materials to and from the process
- taking corrective action in response to out-of-specification results
- responding to and/or reporting equipment failure within level of responsibility

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- locating emergency stop functions on equipment
- following isolation and lock-out/tag-out procedures to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- cleaning and sanitising equipment
- completing workplace records
- maintaining work area to meet housekeeping standards
- controlling related holding and cooling stages according to workplace procedures
- using process control systems according to workplace procedures
- following relevant work health and safety procedures.
-

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of heat treatment, including the effect of heat treatment on product and on microbiological characteristics
- the relationship between time, temperature and pressure in the heat treatment process, including associated holding and cooling profiles according to product requirements
- basic operating principles of equipment used in the heat treatment process, including:
  - main equipment components
  - types and characteristics of heating mediums used
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- the flow of the heat treatment process and the effect of product output on downstream processes
- quality characteristics required of the heat-treated product
- effect of raw material characteristics on the heat treatment process, including variation in viscosity/texture, microbial load and acidity
- heat treatment requirements for food to be treated, including low and/or high acid foods
- operating requirements and parameters for the heat treatment process, and corrective action required where operation is outside specified operating parameters
- typical equipment faults for the heat treatment process and related causes, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
- methods used to monitor the heat treatment process, including inspecting, measuring and testing by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/food safety risks associated with the process and related control measures
- common causes of variation in the operation of the heat treatment process and corrective action required

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- work health and safety hazards and controls, including the limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for the operation of the heat treatment process
- procedures and responsibility for reporting production and performance information
- cleaning and sanitation procedures required for heat treatment process
- environmental issues and controls relevant to the heat treatment process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - heat treatment process and related equipment and services
  - materials to be heat treated
  - sampling schedules and test procedures and equipment
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule/batch instructions
  - specifications, control points and processing parameters
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2041 Operate a mixing or blending and cooking process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a mixing or blending and cooking process.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a mixing or blending and cooking process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in mixing/blending and	1.1 Read or listen to work instructions from supervisor and clarify where needed

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
cooking processing area	1.2 Confirm ingredients are available to meet operating requirements 1.3 Identify and confirm cleaning and maintenance requirements and status according to work health and safety and food safety requirements 1.4 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare mixing/blending and cooking equipment and process for operation	2.1 Fit machine components and related attachments and adjust to meet operating requirements 2.2 Enter processing and operating parameters to meet safety and production requirements 2.3 Check equipment performance and adjust according to production requirements 2.4 Carry out pre-start checks according to work health and safety and operating procedures
3. Operate and monitor the mixing/blending and cooking process	3.1 Introduce ingredients and additives in the required quantities and sequence to meet recipe specifications 3.2 Start, operate and monitor the process for variation in operating conditions 3.3 Monitor the process to confirm that specifications are met 3.4 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.5 Transfer mix to required production or storage location 3.6 Follow and apply workplace housekeeping and environmental procedures
4. Shut down the mixing/blending and cooking process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to work health and safety and operating procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2041 Operate a mixing or blending and cooking process	FDFOP2041A Operate a mixing or blending and cooking process	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2041 Operate a mixing or blending and cooking process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated a mixing or blending and cooking process on at least one occasion, including:

- accessing workplace information to identify recipe requirements
- selecting, fitting and using personal protective clothing and/or equipment
- confirming supply of necessary materials and services
- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs
  - confirming that related equipment is clean and correctly configured for processing requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
- sequencing ingredient addition to meet recipe specifications, including manual addition and/or operating bulk materials transfer and automatic addition equipment
- starting, monitoring and adjusting processing equipment to achieve required outcomes, including monitoring control points and conducting inspections to confirm process remains within specification, including:
  - time and temperature
  - agitation settings
  - weights
  - flow rates
  - flow diversion
  - characteristics of the mix, including colour, viscosity, density and consistency

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- taking corrective action in response to out-of-specification results
- responding to and/or reporting equipment failure within level of responsibility
- locating emergency stop functions on equipment
- following isolation and lock-out/tag-out procedures to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- completing workplace records
- maintaining work area to meet housekeeping standards
- using process control systems according to workplace procedures
- cleaning and sanitising equipment according to workplace procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of heat sterilisation and effect on physical, chemical, microbiological and organoleptic characteristics of the cooked product
- the flow of the mixing or blending and cooking process and the effect of product output on downstream processes
- basic operating principles of equipment used in the mixing/blending and cooking process, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
  - calibration schedules for scales and related weighing/measuring equipment
- services required mixing/blending and cooking process and action to take if services are not available
- quality characteristics and conditioning required of ingredients used, and their role in the product, including reconstituting dry ingredients and bringing ingredients to a required temperature
- effect of ingredient quality/condition on the process, including variables including temperature, viscosity/texture, microbial load and acidity quality
- heat treatment requirements for low and/or high acid foods as appropriate to production requirements
- stages and changes that occur during the blending and heat treatment stages
- quality requirements of the cooked product, including chemical, textural and flavour profiles
- relationship between time and temperature in the cooking process
- operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- procedures for requisitioning, receiving and returning ingredients from stores

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- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- common causes of variation in the mixing/blending and cooking process and corrective action required
- contamination/food safety issues associated with mixing and blending and related control measures
- work health and safety hazards and controls relevant to the mixing/blending and cooking process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for the mixing/blending and cooking process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- food safety requirements when preparing products
- packaging requirements and procedures
- cleaning and sanitation procedures required for the mixing/blending and cooking process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - mixing/blending and cooking process and related equipment and services
  - ingredients to be cooked
  - sampling schedules and test procedures and equipment
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule/batch/recipe instructions
  - specifications, control points and operating parameters
  - documentation and recording requirements and procedures.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOPR2042 Operate a drying process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a drying process.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a drying process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the drying process for operation	1.1 Confirm availability of materials to meet operating requirements 1.2 Identify and confirm cleaning and maintenance requirements and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	status according to work health and safety and food safety requirements 1.3 Enter processing and operating parameters as required to meet safety and production requirements 1.4 Check and adjust equipment performance as required to maintain specifications 1.5 Carry out pre-start checks according to work health and safety and operating procedures
2. Operate and monitor the drying process	2.1 Start, operate and monitor the process for variation in operating conditions 2.2 Monitor the process to confirm that specifications are met 2.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 2.4 Follow and apply workplace housekeeping and environmental procedures
3. Shut down the drying process	3.1 Identify the appropriate shutdown procedure 3.2 Shut down the process according to work health and safety and operating procedures 3.3 Identify and report maintenance requirements according to workplace procedures 3.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements

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Skill	Description
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2042 Operate a drying process	FDFOP2042A Operate a drying process	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2042 Operate a drying process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated a drying process on at least one occasion, including:

- accessing workplace information to identify processing requirements
- selecting, fitting and using personal protective clothing and/or equipment
- confirming supply of necessary materials and services
- preparing materials as required
- conducting pre-start checks, including:
  - inspecting equipment condition, including checking belts, chains, screens, seals and valves, and filters, to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs as required
  - confirming that equipment is clean and correctly configured for processing requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
- starting, operating, monitoring and adjusting process equipment to achieve required outcomes, including monitoring control points and conducting inspections as required to confirm process remains within specification, including:
  - temperatures
  - moisture content
  - air flow
  - throughput
  - time/speed
  - pressure/vacuum

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  - product characteristics
- monitoring supply and flow of materials to and from the process
- taking corrective action in response to out-of-specification results or non-compliance
- responding to and/or reporting equipment failure within level of responsibility
- reporting and/or recording corrective action as required
- locating emergency stop functions on equipment
- following isolation and lock-out/tag-out procedures as required to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- preparing equipment for cleaning
- completing workplace records as required
- maintaining work area to meet housekeeping standards
- using process control systems according to workplace procedures
- cleaning and sanitising equipment according to workplace procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the purpose and basic principles of the drying process, including the stages that occur during the drying process and the effect on product structure of each stage
- basic operating principles of equipment used in the drying process, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required to operate the drying process and action to take if services are not available
- quality characteristics to be achieved by the drying process
- materials preparation requirements and the effect of variation on the process
- the flow of the drying process and the effect of outputs on downstream processes
- operating requirements and parameters of the drying process, and corrective action required where operation is outside specified operating parameters
- typical equipment faults related to the operation of the drying process and related causes, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
- methods used to monitor the drying process, including inspecting, measuring and testing as required by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/food safety risks associated with the process and related control measures

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- common causes of variation, including air temperature, air velocity, humidity and pressure, and corrective actions required if these are out-of-specification
- work health and safety hazards and controls, including limitations of protective clothing and equipment relevant to the operation of the drying process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for the operation of the drying process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the drying process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitation procedures required for the drying process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - drying process and related equipment and services
  - product to be dried
  - sampling schedules and test procedures and equipment as required
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule, batch instructions
  - specifications, control points and processing parameters
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2043 Operate an homogenising process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a homogenising process.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a homogenising process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm materials are available to meet operating requirements 1.2 Identify and confirm cleaning and maintenance requirements and status according to work health and safety and food safety

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare homogenising process for operation	2.1 Fit machine components and related attachments and adjust to meet operating requirements 2.2 Enter processing and operating parameters as required to meet safety and production requirements 2.3 Check equipment performance and adjust according to production requirements 2.4 Carry out pre-start checks according to work health and safety and operating procedures
3. Operate and monitor the homogenising process	3.1 Start, operate and monitor the process for variation in operating conditions 3.2 Monitor the process to confirm that specifications are met 3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and apply workplace housekeeping and environmental procedures
4. Shut down homogenising equipment	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to work health and safety and operating procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2043 Operate an homogenising process	FDFOP2043A Operate an homogenising process	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for FBPOPR2043 Operate an homogenising process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated an homogenising process on at least one occasion, including:

- accessing workplace information to identify processing requirements
- selecting, fitting and using personal protective clothing and/or equipment
- confirming supply of necessary materials and services
- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs as required
  - confirming that equipment is clean and correctly configured for processing requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
- starting, operating, monitoring and adjusting process equipment to achieve required outcomes, including monitoring control points and conducting inspections as required to confirm the homogenising process remains within specification, including:
  - temperature
  - pressure
  - throughput
- monitoring supply and flow of materials to and from the process
- taking corrective action in response to out-of-specification results
- responding to and/or reporting equipment failure within level of responsibility
- locating emergency stop functions on equipment

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- following isolation and lock-out/tag-out procedures as required to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- completing workplace records as required
- maintaining work area to meet housekeeping standards
- using process control systems according to workplace procedures
- cleaning and sanitising equipment according to workplace procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of homogenising
- basic operating principles of equipment used in the operation of a homogenising process, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- effect of raw materials on homogenisation, including variables, including solids (brix), acidity, temperature, consistency and colour on process outcomes
- quality requirements to be achieved by the homogenisation process
- the flow of the homogenising process and the effect of product output on downstream processes
- operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- typical equipment faults related to the homogenising process and related causes, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
- techniques used to monitor the homogenising process, including inspecting, measuring and testing as required by the process
- inspection or test points (control points) in the process, and the related procedures and recording requirements
- common causes of variation in the operation of the homogenising process and corrective action required
- work health and safety hazards and controls relevant to the operation of the homogenising process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for the operation of the homogenising process

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- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the homogenising process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitation procedures required for the operation of the homogenising process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - homogenisation process and related equipment and services
  - materials to be homogenised
  - sampling schedules and test procedures and equipment
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule/batch instructions
  - specifications, control points and processing parameters
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2044 Operate a retort process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a retort process.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a retort process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Read or listen to work instructions from supervisor and clarify where needed

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Confirm materials are available to meet operating requirements 1.3 Identify and confirm cleaning and maintenance requirements and status according to work health and safety and food safety requirements 1.4 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the retort equipment and process for operation	2.1 Fit machine components and related attachments and adjust to meet operating requirements 2.2 Enter processing and operating parameters as required to meet safety and production requirements 2.3 Check equipment performance and adjust according to production requirements 2.4 Carry out pre-start checks according to work health and safety and operating procedures
3. Operate and monitor the retort process	3.1 Start, operate and monitor the process for variation in operating conditions 3.2 Monitor the process to confirm that specifications are met 3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and apply workplace housekeeping and environmental procedures
4. Shut down the retort process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to work health and safety and operating procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2044 Operate a retort process	FDFOP2044A Operate a retort process	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for FBPOPR2044 Operate a retort process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated a retort process on at least one occasion, including:

- accessing workplace information to identify processing requirements
- selecting, fitting and using personal protective clothing and/or equipment
- confirming supply of necessary materials and services, including confirming container coding, and treating or confirming availability of treated cooling water
- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs as required
  - confirming that equipment is clean and correctly configured for processing requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
- starting, operating, monitoring and adjusting the cooking and cooling process equipment to achieve required outcomes, including monitoring control points and conducting inspections as required to confirm process remains within specification, including:
  - time
  - temperature
  - pressure at each stage
- cooling, cleaning and handling post-treated containers to meet requirements
- monitoring supply and flow of materials to and from the process
- taking corrective action in response to out-of-specification results
- responding to and/or reporting equipment failure within level of responsibility

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- locating emergency stop functions on equipment
- following isolation and lock-out/tag-out procedures as required to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- completing workplace records as required
- maintaining work area to meet housekeeping standards
- using process control systems according to workplace procedures
- cleaning and sanitising equipment according to workplace procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of heat treatment and retort process, including:
  - relationship between time and temperature in the retort process
  - changes and requirements of each stage, including cooking, cooling and post-treatment container handling
- the purpose and requirements of container coding
- basic operating principles of equipment required for operating a retort process, including main equipment components, including:
  - thermometers, chart recorder, temperature control system, clock and pressure gauges
  - status and purpose of guards
  - equipment operating capacities and applications
  - purpose and location of sensors and related feedback instrumentation
- the flow of the retort process and the effect of product output on downstream processes
- quality characteristics required of the retorted product
- effect of raw material characteristics on process performance
- operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- typical equipment faults for a retort process operation and related causes, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
- techniques used to monitor the retort process, including inspecting, measuring and testing as required by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/food safety risks associated with the process and related control measures, including both the risks of contamination related to processing and to post-processing handling of containers
- common causes of variation and corrective action required, including the effects of variables, including container size, product particulates, pH, water activity, time/temperature and pressure on process outcomes

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- work health and safety hazards and controls relevant to operating a retort process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for operating a retort process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitation procedures required for operating a retort process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - retort process and related equipment and services
  - materials to be processed
  - sampling schedules and test procedures and equipment
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule/batch instructions
  - specifications, control points and processing parameters
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2045 Operate pumping equipment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate and monitor pumping equipment.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of pumping and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare pumps for operation	1.1 Confirm pumps and related equipment are available to meet operating requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Wear appropriate personal protective clothing and ensure correct fit 1.3 Carry out pre-start checks on pumps and related equipment according to work health and safety and operating procedures 1.4 Select appropriate settings to meet safety and production requirements 1.5 Monitor and maintain condition of pumps and related equipment, and identify and report maintenance requirements according to workplace reporting requirements
2. Monitor pump operation	2.1 Start and monitor pumps and related equipment to identify variation in operating conditions 2.2 Take corrective action to maintain pump operation within equipment capacity and operating parameters
3. Complete pump operation	3.1 Prepare pumps for cleaning and/or maintenance according to work health and safety and food safety requirements 3.2 Conduct work in accordance with workplace environmental guidelines 3.3 Maintain the work area according to workplace procedures 3.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data

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Skill	Description
	• Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2045 Operate pumping equipment	FDFOP2045A Operate pumping equipment	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2045 Operate pumping equipment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated pumping equipment on at least one occasion, including:

- accessing workplace information to identify pumping requirements
- selecting, fitting and using personal protective clothing and/or equipment
- confirming supply of materials to be pumped and necessary services
- conducting pre-start checks, including:
  - inspecting pump flanges, gaskets and seals to identify any signs of wear
  - checking related valve assemblies to identify any signs of leaks
  - cancelling isolation or lock-outs (where pumps have variable settings that involve selecting appropriate settings and confirming that related pipework is correctly configured for pumping requirements)
- monitoring and adjusting pump operation, including identifying variation in amperage and adjusting pump speeds/flow rates to meet pumping requirements
- monitoring supply and flow of materials to and from the pump
- following isolation and lock-out/tag-out procedures to take pumps and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- responding to and/or reporting pump equipment failure within level of responsibility
- locating stop and reset functions on pumps
- maintaining work area to meet housekeeping standards
- operating pumps using process control systems according to workplace procedures
- cleaning pumps and related equipment according to workplace procedures
- following relevant work health and safety requirements.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic operating principles of pumps and related equipment, including:
  - main pump components
  - status and purpose of guards
  - pump system configuration, including valves, taps and pipework
- the effect of pumping system design on operating performance, including flow resistance, pressure and head
- operating capacities of pumps used in the work area, including different pump types to perform pumping operations
- effect of raw material characteristics on pump performance, including variables that include soluble solids, temperature and viscosity
- effect of pump operating parameters on product/materials pumped
- corrective action required where pump operation is outside specified operating parameters
- typical equipment faults and related causes relevant to operating pumping equipment, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
  - services required
- isolation, lock-out and tag-out procedures and responsibilities required for operating pumping equipment
- work health and safety hazards and controls relevant to operating pumping equipment
- procedures and responsibility for reporting problems
- environmental issues and controls, including action required in the event of significant leaks or spills
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning procedures required for operating pumping equipment.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - pumps, related equipment and services
  - materials to be pumped
  - routine preventative maintenance schedule as required
  - cleaning procedures, materials and equipment

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- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2046 Operate a production process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a production process.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a production process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm materials are available to meet operating requirements 1.2 Identify and confirm cleaning and maintenance requirements and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	status according to work health and safety and food safety requirements 1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the equipment and process for operation	2.1 Fit machine components and related attachments and adjust to meet operating requirements 2.2 Enter processing and operating parameters to meet safety and production requirements 2.3 Check equipment performance and adjust according to production requirements 2.4 Carry out pre-start checks according to work health and safety and operating procedures
3. Operate and monitor the process	3.1 Start, operate and monitor the process for variation in operating conditions 3.2 Monitor the process to confirm that specifications are met 3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and workplace housekeeping and environmental procedures
4. Shut down the process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to work health and safety and operating procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2046 Operate a production process	FDFOP2046A Operate a production process	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for FBPOPR2046 Operate a production process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated a production process on at least one occasion, including:

- accessing workplace information to identify processing requirements
- selecting, fitting and using personal protective clothing and/or equipment
- confirming supply of necessary materials and services
- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs
  - confirming that equipment is clean and correctly configured for processing requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
- starting, operating, monitoring and adjusting process equipment to achieve required outcomes, including monitoring control points and conducting inspections to confirm process remains within specification
- monitoring supply and flow of materials to and from the process
- taking corrective action in response to out-of-specification results
- responding to and/or reporting equipment failure within level of responsibility
- locating emergency stop functions on equipment
- following isolation and lock-out/tag-out procedures to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- completing workplace records
- maintaining work area to meet housekeeping standards
- using process control systems according to workplace procedures

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- cleaning and sanitising equipment according to workplace procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the production process
- basic operating principles of equipment required to operate the production process, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required and action to take if services are not available
- the flow of this process and the effect of outputs on downstream processes
- quality characteristics to be achieved by the process
- quality requirements of materials and effect of variation on process performance
- operating requirements, parameters and corrective action required where operation is outside specified operating parameters
- typical equipment faults of the production process and related causes, including recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- methods used to monitor the production process, including inspecting, measuring and testing by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/food safety risks associated with the process and related control measures
- common causes of variation for operating a production process and corrective action required
- work health and safety hazards and controls, including limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for the operation of the production process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the production process, including waste/rework collection and handling procedures
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitation procedures required for the production process.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - process and related equipment and services
  - materials to be processed
  - sampling schedules and test procedures and equipment
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule/batch instructions
  - specifications, control points and processing parameters
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2047 Operate a portion saw

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate and monitor a portion saw.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a portion saw.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm materials are available to meet operating requirements 1.2 Identify and confirm cleaning and maintenance requirements and status according to work health and safety and food safety

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare portion saw for operation	2.1 Fit machine components and related attachments and adjust to meet operating requirements 2.2 Ensure safety guards and covers are in place 2.3 Carry out pre-start checks according to work health and safety and operating procedures
3. Operate the portion saw to achieve required outcome	3.1 Position portions to be cut according to operational requirements 3.2 Pass portion over the blade and cut to meet specifications 3.3 Monitor equipment to identify variation in operating conditions and report maintenance requirements 3.4 Monitor quality and accuracy of cuts to confirm that specifications are met 3.5 Inspect and clean equipment according to workplace procedures and food safety requirements 3.6 Follow and apply workplace housekeeping and environmental procedures 3.7 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data

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Skill	Description
	• Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2047 Operate a portion saw	FDFOP2047A Operate a portion saw	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2047 Operate a portion saw

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated a portion saw on at least one occasion, including:

- accessing workplace information to identify portion requirements
- selecting, fitting and using personal protective clothing and/or equipment, including use of mesh gloves or similar protective clothing
- confirming supply of necessary poultry pieces, including inspecting and removing pieces of unacceptable quality
- conducting pre-start checks, including:
  - inspecting condition of the portion saw to identify blade sharpness and other signs of wear
  - cancelling isolation or lock-outs
  - confirming that equipment is clean and all safety guards are in place and operational
  - ensuring that lighting, guarding and signage around the saw are in position
- collecting portions to be cut
- positioning portions to allow the blade to pass cleanly through
- achieving cut accuracy to meet specifications and workplace standards with minimal waste
- identifying faulty equipment operation and/or blunt blades, and taking corrective action
- responding to and/or reporting equipment failure within level of responsibility
- locating emergency stop functions on equipment
- following isolation and lock-out/tag-out procedures to take the portion saw and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- completing workplace records
- inspecting and cleaning the portion saw and reporting maintenance issues
- maintaining work area to meet housekeeping standards

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- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- quality specifications and characteristics required of portioned product
- portion saw operating procedures, including correct positioning of guards, lighting and safe work practices when working with the saw
- work health and safety hazards and controls, including limitations of protective clothing and equipment relevant to the work process
- contamination/food safety risks associated with the automated cutting process and related control measures, including hygiene and sanitation requirements when handling product
- grading/downgrading specifications for portioned product
- typical equipment faults and related causes for operating a portion saw, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
- isolation, lock-out and tag-out procedures and responsibilities for operating a portion saw
- procedures and responsibility for reporting production and performance information
- procedures for cleaning and for reporting maintenance requirements for operating a portion saw
- waste handling requirements and procedures for operating a portion saw
- routine maintenance procedures required for operating a portion saw.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment, including a mesh glove
  - portion saw and related equipment and services
  - carcasses/pieces to be cut into portions
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule/batch instructions
  - specifications, control points and processing parameters
  - documentation and recording requirements and procedures.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2048 Pre-process raw materials

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, monitor and shut down machinery used for the preparation of raw materials.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of machinery used for the preparation of raw materials.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm materials are available to meet operating requirements 1.2 Identify and confirm cleaning and maintenance requirements and status according to work health and safety and food safety

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare for pre-processing	2.1 Fit machine components and related attachments and adjust to meet operating requirements 2.2 Enter processing and operating parameters to meet safety and production requirements 2.3 Check equipment performance and adjust according to production requirements 2.4 Carry out pre-start checks according to work health and safety and operating procedures
3. Operate and monitor the pre-processing process	3.1 Start, operate and monitor the process for variation in operating conditions 3.2 Monitor the process to confirm that temperature specifications are met 3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and workplace housekeeping and environmental procedures
4. Shut down the pre-processing process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to work health and safety and operating procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2048 Pre-process raw materials	FDFOP2048A Pre-process raw materials	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2048 Pre-process raw materials

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has pre-processed raw materials on at least one occasion, including:

- accessing workplace information to identify processing requirements
- selecting, fitting and using personal protective clothing and/or equipment
- confirming supply of necessary materials and services
- conducting pre-start checks on machinery and equipment required to pre-process raw materials, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs
  - confirming that equipment is clean and correctly configured for processing requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
- loading or transferring materials to pre-processing equipment
- starting, operating and adjusting process equipment to achieve required outcomes, including monitoring control points and conducting inspections to confirm process remains within specification
- monitoring supply and flow of materials to and from the process
- taking corrective action in response to out-of-specification results
- responding to and/or reporting equipment failure within level of responsibility
- locating emergency stop functions on equipment
- following isolation and lock-out/tag-out procedures to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- completing workplace records

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- maintaining work area to meet housekeeping standards
- using process control systems according to workplace procedures
- cleaning and sanitising equipment according to workplace procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of pre-processing raw materials
- basic operating principles of equipment used in the pre-process raw materials, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- the flow of the process and the effect of product output on downstream processes
- quality characteristics to be achieved at the pre-processing stage
- effect of raw material characteristics on process performance
- operating requirements and parameters of machinery used in the pre-processing of raw materials, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- techniques used to monitor the process, including inspecting, measuring and testing by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/food safety risks associated with pre-processing and related control measures
- common causes of variation in the pre-processing of raw materials and corrective action required
- work health and safety hazards and controls, including limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for machinery and equipment used for the preparation of raw materials
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitation procedures required for pre-processing raw materials.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - raw materials
  - workplace records
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - production schedule and batch instructions
  - quality criteria, specifications and inspection procedures
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2049 Operate a reduction process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a reduction process.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a reduction process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Read or listen to work instructions from supervisor and clarify where needed

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Confirm materials are available to meet operating requirements 1.3 Identify and confirm cleaning and maintenance requirements and status according to work health and safety and food safety requirements 1.4 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the reduction equipment and process for operation	2.1 Fit machine components and related attachments and adjust to meet operating requirements 2.2 Enter processing and operating parameters to meet safety and production requirements 2.3 Check equipment performance and adjust according to operating procedures 2.4 Carry out pre-start checks according to work health and safety and operating procedures
3. Operate and monitor the reduction process	3.1 Start, operate and monitor the process for variation in operating conditions 3.2 Monitor the process to confirm that particle size and flour extraction rates meet production specifications 3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Segregate by-product generated from the reduction process and transfer to designated storage area according to food safety requirements 3.5 Follow and apply workplace housekeeping and environmental procedures
4. Shut down the reduction process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to work health and safety and operating procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2049 Operate a reduction process	FDFOP2049A Operate a reduction process	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for FBPOPR2049 Operate a reduction process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated a reduction process on at least one occasion, including:

- accessing workplace information to identify reduction process requirements
- selecting, fitting and using personal protective clothing and/or equipment
- confirming supply of necessary materials and services
- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs
  - confirming that related equipment is clean and correctly configured for reduction process requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
- starting, operating, monitoring and adjusting reduction process equipment to achieve required outcomes, including monitoring control points and conducting inspections to confirm process remains within specification, including:
  - correct product type/quantity
  - roll releases
  - even spread of feed across rolls
  - mill balance
  - even grind/correct particle size
- monitoring supply and flow of materials to and from the reduction process
- taking corrective action in response to out-of-specification results
- responding to and/or reporting equipment failure within level of responsibility

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- locating emergency stop functions on equipment
- following isolation and lock-out/tag-out procedures to take reduction process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- completing workplace records
- maintaining work area to meet housekeeping standards
- using process control systems according to workplace procedures
- cleaning and sanitising equipment according to workplace procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the reduction process
- basic operating principles of equipment for the reduction process, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required and action to take if services are not available
- the flow of the reduction process and the effect of outputs on downstream flour milling processes
- quality characteristics to be achieved by the reduction process
- quality requirements of materials and effect of variation on reduction process performance
- operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes associated with operating a reduction process, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
- methods used to monitor the reduction process, including inspecting, measuring and testing by the process
- inspection or test points (control points) in the reduction process and the related procedures and recording requirements
- contamination/food safety risks associated with the reduction process and related control measures
- common causes of variation associated with operating a reduction process and corrective action required
- work health and safety hazards and controls relevant to operating a reduction process, including limitations of protective clothing and equipment relevant to the work process

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- requirements of different shutdowns as appropriate to the reduction process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for operating a reduction process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the reduction process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitation procedures required to operate a reduction process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - reduction process and related equipment and services
  - stock to be processed
  - sampling schedules and test procedures and equipment
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule/batch instructions
  - specifications, control points and processing parameters
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2050 Operate a separation process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a separation process.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a separation process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm materials are available to meet operating requirements 1.2 Identify and confirm cleaning and maintenance requirements and status according to work health and safety and food safety

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the separation process for operation	2.1 Fit machine components and related attachments and adjust to meet operating requirements 2.2 Enter processing and operating parameters as required to meet safety and production requirements 2.3 Check equipment performance and adjust as required according to operating procedures 2.4 Carry out pre-start checks according to work health and safety and operating requirements
3. Operate and monitor the separation process	3.1 Start, operate and monitor the process for variation in operating conditions 3.2 Monitor the process to confirm that specifications are met 3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and apply workplace housekeeping and environmental procedures
4. Shut down the separation process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to work health and safety and operating requirements 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2050 Operate a separation process	FDFOP2050A Operate a separation process	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for FBPOPR2050 Operate a separation process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated a separation process on at least one occasion, including:

- accessing workplace information to identify separation processing requirements
- selecting, fitting and using personal protective clothing and/or equipment
- confirming supply of necessary materials and services
- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - confirming that the correct bowl is fitted
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs as required
  - confirming that equipment is clean and correctly configured for processing requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
- starting, operating, monitoring and adjusting separation process equipment to achieve required outcomes, including monitoring control points and conducting inspections as required to confirm process remains within specification, including:
  - separation speed
  - solids in in-feed and out-feed streams (this is typically done by in-line refractometers, Baume tests and spin tests)
  - flow rates
  - time/temperatures
  - pressures
  - air/water/oil levels

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  - condition of seals and valves
  - discharge/desludging
- monitoring supply and flow of materials to and from the separation process
- taking corrective action in response to out-of-specification results
- responding to and/or reporting equipment failure within level of responsibility
- locating emergency stop functions on equipment
- shutting down separation process equipment in response to emergency situation
- following isolation and lock-out/tag-out procedures as required to take separation process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- cleaning and sanitising equipment
- completing workplace records as required
- maintaining work area to meet housekeeping standards
- using process control systems according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the separation process, including stages and changes that occur during the separation process
- basic operating principles of equipment for the separation process, including:
  - safety hazards associated with separation equipment and the implications of interchanging parts/incorrect bowl balance
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
  - services required for operation of separation equipment used in the workplace
- the flow of the separation process and the effect of product output on downstream processes
- impact of in-feed quality and concentration levels on the separation process
- quality characteristics and uses of separation process outputs
- methods used to monitor the separation process, including inspecting, measuring and testing in-feed and out-feed solids, and other tests as required by the process
- inspection or test points (control points) in the separation process and the related procedures and recording requirements
- operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- common causes of variation and corrective action required, including how variation in temperature and solids affects the process

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- spoilage and other food safety risks associated with separation, and related control measures
- work health and safety hazards and controls, including limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for operating the separation process
- cleaning and sanitation procedures required for operating the separation process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the operation of the separation process, including handling of effluent
- basic operating principles of process control where relevant, including the relationship between control panels and systems and the physical equipment.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - separation process and related equipment and services
  - materials required for the separation process
  - sampling schedules and test procedures and equipment as required
  - routine preventative maintenance schedule as required
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements, stock flow systems, production schedules, batch/recipe instructions
  - information on equipment capacity and operating parameters
  - production schedule and batch instructions
  - specifications, control points and processing parameters
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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FBPOPR2051 Operate a spreads production process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a spreads production process.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a spreads production process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm materials are available to meet operating requirements 1.2 Identify and confirm cleaning and maintenance requirements and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	status according to work health and safety and food safety requirements 1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the spreads equipment and process for operation	2.1 Fit machine components and related attachments and adjust to meet operating requirements 2.2 Enter processing and operating parameters to meet safety and production requirements 2.3 Check equipment performance and adjust according to operating procedures 2.4 Carry out pre-start checks according to work health and safety and operating procedures
3. Operate and monitor the spreads process	3.1 Start, operate and monitor the process for variation in operating conditions 3.2 Monitor the process to confirm that specifications are met 3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and apply workplace housekeeping and environmental procedures
4. Shut down the spreads process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to work health and safety and operating procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2051 Operate a spreads production process	FDFOP2051A Operate a spreads production process	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for FBPOPR2051 Operate a spreads production process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated a spreads production process on at least one occasion, including:

- accessing workplace information to identify processing requirements
- selecting, fitting and using personal protective clothing and/or equipment
- confirming supply of necessary materials and services
- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs
  - confirming that related equipment is clean and correctly configured for processing requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
- starting, operating, monitoring and adjusting process equipment to achieve required outcomes, including monitoring control points and conducting inspections to confirm process remains within specification, including:
  - temperature
  - work input
  - throughput
  - pressures
  - crystal formation
- monitoring supply and flow of materials to and from the process
- taking corrective action in response to out-of-specification results
- responding to and/or reporting equipment failure within level of responsibility

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- locating emergency stop functions on equipment
- follow isolation and lock-out/tag-out procedures to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- completing workplace records
- maintaining work area to meet housekeeping standards
- using process control systems according to workplace procedures
- cleaning and sanitising equipment according to workplace procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of spreads preparation, including:
  - crystallisation
  - relationship between stages of crystal formation, work input and temperature
  - stages involved in the process
- basic operating principles of equipment for the spreads production process, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - purpose and location of sensors and related feedback instrumentation
- services required for the spreads production process and action to take if services are not available
- the flow of the spreads production process and the effect of outputs on downstream processes
- quality characteristics required of the finished product
- quality requirements of oil or emulsion for processing and the effect of variation on process performance
- operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes of the spreads production process, including signs and symptoms of faulty equipment and early warning signs of potential problems
- methods used to monitor the spreads production process, including inspecting, measuring and testing by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/food safety risks associated with the process and related control measures
- common causes of variation associated with a spreads production process and corrective action required
- work health and safety hazards and controls relevant to operating the spreads production process

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- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities for the spreads production process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitation procedures relevant to operating the spreads production process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - spread processing and related equipment and services
  - emulsion or oil to be processed
  - sampling schedules and test procedures and equipment
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule/batch instructions
  - specifications, control points and processing parameters
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2052 Operate a chocolate tempering process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a chocolate tempering process.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a chocolate tempering process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm chocolate for tempering is available to meet operating requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify and confirm cleaning and maintenance requirements and status according to work health and safety and food safety requirements 1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the tempering equipment and process for operation	2.1 Fit machine components and related attachments and adjust to meet operating requirements 2.2 Enter processing and operating parameters to meet safety and production requirements 2.3 Check equipment performance and adjust according to operating procedures 2.4 Carry out pre-start checks according to work health and safety and operating procedures
3. Operate and monitor the tempering process	3.1 Start, operate and monitor the process for variation in operating conditions 3.2 Conduct and interpret temper tests and make required adjustments 3.3 Monitor the process to confirm that specifications are met 3.4 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.5 Follow and apply workplace housekeeping and environmental procedures
4. Shut down the tempering process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to work health and safety and operating procedures 4.3 Identify and report maintenance requirements according to workplace requirements 4.4 Maintain workplace records according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2052 Operate a chocolate tempering process	FDFOP2052A Operate a chocolate tempering process	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2052 Operate a chocolate tempering process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated a chocolate tempering process on at least one occasion, including:

- accessing workplace information to identify tempering process requirements
- selecting, fitting and using personal protective clothing and/or equipment
- confirming supply of necessary materials and services
- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs
  - confirming that equipment is clean and correctly configured for processing requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
- starting, operating, monitoring and adjusting tempering process equipment to achieve required outcomes, including monitoring control points and conducting inspections to confirm process remains within specification, including:
  - setting pump speeds
  - checking temperature/zone settings
  - checking chocolate temperatures
- monitoring supply and flow of materials to and from the tempering process and equipment operation to confirm process remains within specification
- conducting temper test, interpreting results and determining adjustments
- taking corrective action in response to out-of-specification results
- responding to and/or reporting equipment failure within level of responsibility

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- locating emergency stop functions on equipment
- following isolation and lock-out/tag-out procedures to take tempering process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- completing workplace records
- maintaining work area to meet housekeeping standards
- using process control systems according to workplace procedures
- conducting routine maintenance according to workplace procedures
- cleaning and sanitising equipment according to workplace procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the tempering process, including:
  - basic understanding of the crystallisation behaviour of cocoa fat
  - relationship between crystal forms and melting points/temperatures
  - process stages, including heating, cooling, agitating, reheating and effect of each of these on outcomes
- basic operating principles of equipment for the tempering process, including:
  - main equipment components
  - temperature zones
  - status and purpose of guards
  - equipment operating capacities and applications
  - purpose and location of sensors and related feedback instrumentation
- services required for the chocolate tempering process and action to take if services are not available
- the flow of the tempering process and the effect of outputs on downstream processes
- quality characteristics required of chocolate for tempering and the effect of variation on tempering process performance
- operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- methods used to monitor the tempering process, including temper test procedures and the significance of results for tempering process adjustments
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/food safety risks associated with the tempering process and related control measures
- common causes of variation related to the chocolate tempering process and corrective action required

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- work health and safety hazards and controls related to the chocolate tempering process
- requirements of different shutdowns as appropriate to the tempering process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities relevant to the chocolate tempering process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the tempering process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitation procedures for operating the chocolate tempering process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - process and related equipment and services
  - chocolate to be tempered
  - tempermeter
  - sampling schedules and test procedures and equipment
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - recipe/batch instructions
  - specifications, control points and processing parameters
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2053 Operate a washing and drying process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a washing and drying process.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a washing and drying process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm raw materials are available to meet production requirements

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify and confirm cleaning and maintenance requirements and status according to work health and safety and food safety requirements 1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the equipment and process for operation	2.1 Fit machine components and related attachments and adjust to meet operating requirements 2.2 Enter processing and operating parameters to meet safety and production requirements 2.3 Check equipment performance and adjust according to operating procedures 2.4 Carry out pre-start checks according to work health and safety and operating procedures
3. Operate and monitor the washing and drying process	3.1 Start, operate and monitor the process for variation in operating conditions 3.2 Inspect and wash raw materials to meet workplace specifications 3.3 Transfer washed materials to drying stage according to workplace procedures 3.4 Dry materials to specification 3.5 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.6 Follow and apply workplace housekeeping and environmental procedures
4. Shut down the washing and drying process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to work health and safety and operating procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2053 Operate a washing and drying process	FDFOP2053A Operate a washing and drying process	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2053 Operate a washing and drying process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated a washing and drying process on at least one occasion, including:

- accessing workplace information to identify production requirements
- selecting, fitting and using personal protective clothing and/or equipment
- confirming supply of necessary raw materials and services
- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs
  - confirming that equipment is clean and correctly configured for processing requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
- starting, operating, monitoring and adjusting washing and drying equipment to achieve required outcomes, including monitoring control points and conducting inspections to confirm process remains within specification, including:
  - operation of dosing equipment
  - tank/bath or flume water levels
  - related equipment operation (including pumps/conveyors)
  - immersion of raw materials
  - temperatures
  - water quality
  - flow rates
  - drying times

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    - weight (before and after drying)
- monitoring supply and flow of raw materials to the wash process and from the drying process
- taking corrective action in response to out-of-specification results
- responding to and/or reporting equipment failure within level of responsibility
- locating emergency stop functions on equipment
- following isolation and lock-out/tag-out procedures to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- completing workplace records
- maintaining work area to meet housekeeping standards
- using process control systems according to workplace procedures
- cleaning and sanitising equipment according to workplace procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the washing and drying process, including water quality, the role of sanitisers in the washing process, and of drying technology, including the use of centrifugal force in a drying process
- basic operating principles of equipment used in the washing and drying process, including:
    - main equipment components
    - status and purpose of guards
    - equipment operating capacities and applications
    - purpose and location of sensors and related feedback instrumentation
- services (principally water) required and action to take if services are not available
- the flow of this process and the effect of outputs on downstream processes
- quality characteristics to be achieved by both the washing and drying stages, including consequences of out-of-specification moisture levels on further processing and final product
- quality requirements of raw materials and the effect of variation on process performance, including how variation in microbial load can affect the washing and drying process
- operating requirements, parameters and corrective action required where washing and drying operation is outside specified operating parameters
- typical equipment faults of the washing and drying process and related causes, including:
    - signs and symptoms of faulty equipment
    - early warning signs of potential problems
- methods used to monitor the washing and drying process, including inspecting, measuring and testing by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements

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- contamination/food safety risks associated with the process and related control measures
- common causes of variation and corrective action required
- work health and safety hazards and controls relevant to operating a washing and drying process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities relevant to operating a washing and drying process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitation procedures for operating a washing and drying process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - washing and drying equipment and services, including water and sanitiser
  - raw materials to be processed
  - sampling schedules and test procedures and equipment
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule/batch instructions
  - specifications and inspection or control points
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2054 Operate a water purification process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a water purification process.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a water purification process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm materials are available to meet operating requirements 1.2 Identify and confirm cleaning and sanitising requirements and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	status 1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the water purification equipment and process for operation	2.1 Complete batch records or process documentation according to workplace procedures 2.2 Enter processing and operating parameters to meet safety and production requirements 2.3 Check equipment performance and adjust as required 2.4 Carry out pre-start checks according to operating procedures
3. Operate and monitor the water purification process	3.1 Start, operate and monitor the process for variation in operating conditions 3.2 Identify hazards and take corrective action according to operating procedure and work health and safety requirements 3.3 Monitor the process to confirm that water purification specifications are met 3.4 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.5 Follow and apply work cleaning and environmental working procedures
4. Shut down the water purification process	4.1 Identify the appropriate shutdown procedure and implement 4.2 Identify and report maintenance requirements according to operating procedures 4.3 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role

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Skill	Description
	• Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2054 Operate a water purification process	FDFOP2054A Operate a water purification process	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2054 Operate a water purification process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated a water purification process on at least one occasion, including:

- accessing workplace information to identify water purification process requirements
- selecting, fitting and using personal protective clothing and/or equipment
- responding appropriately to hazards, including chemical spills
- confirming supply of necessary materials and services
- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs
  - confirming that equipment is clean and correctly configured for water purification process requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
- starting, operating, monitoring and adjusting water purification process equipment to achieve required outcomes, including monitoring control points and conducting inspections to confirm process remains within specification, including:
  - flow rates
  - pressure
  - operation of dosing equipment
  - alarms
- monitoring supply and flow of materials to and from the water purification process
- taking corrective action in response to out-of-specification results
- maintaining a purification system free of physical, chemical and biological contaminants

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- responding to and/or reporting equipment failure within level of responsibility
- locating emergency stop functions on equipment
- following isolation and lock-out/tag-out procedures to take water purification process and related equipment off-line in preparation for cleaning/back-flushing and/or maintenance within level of responsibility
- carrying out cleaning, sanitising, regenerating and back-flushing
- completing workplace records
- maintaining work area to meet housekeeping standards
- following relevant work health and safety procedures, including responding appropriately to hazards, including chemical spills.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the water purification process, including methods used to purify water appropriate to workplace requirements
- basic operating principles of equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - purpose and location of sensors and related feedback instrumentation
- services required and action to take if services are not available
- the flow of the water purification process and the effect of outputs on downstream processes
- quality characteristics to be achieved by the water purification process
- quality requirements of inputs to the purification process and the effect of variation on process performance
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including:
  - following troubleshooting and problem-solving guidelines
  - recognising signs and symptoms of faulty equipment and early warning signs of potential problems
- basic operating principles of process control as appropriate, including the relationship between control panels and systems and the physical equipment
- methods used to monitor the water purification process, including inspecting, measuring and testing by the process
- inspection or test points (control points) in the water purification process and the related procedures and recording requirements
- Good Manufacturing Practice (GMP)/food safety requirements (as appropriate) associated with the purification process and related control measures
- common causes of variation and corrective action required

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- work health and safety hazards and controls
- requirements of different shutdowns as appropriate to the water purification process and workplace production requirements, including emergency and routine shutdowns
- isolation, lock-out and tag-out procedures and responsibilities
- cleaning and sanitation procedures
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the water purification process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - washing and drying equipment and services, including water and sanitiser
  - raw materials to be processed
  - sampling schedules and test procedures and equipment
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule/batch instructions
  - specifications and inspection or control points
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2056 Operate a freezing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a freezing process.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a freezing process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm materials are available to meet operating requirements 1.2 Identify and confirm cleaning and maintenance requirements and status according to work health and safety and food safety

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the freezing process for operation	2.1 Fit machine components and related attachments and adjust to meet operating requirements 2.2 Enter processing and operating parameters to meet safety and production requirements 2.3 Check equipment performance and adjust according to production requirements 2.4 Carry out pre-start checks according to work health and safety and operating procedures
3. Operate and monitor the freezing process	3.1 Start, operate and monitor the process for variation in operating conditions 3.2 Monitor the process to confirm that specifications are met 3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and apply workplace housekeeping and environmental procedures
4. Shut down the freezing process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to work health and safety and operating procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2056 Operate a freezing process	FDFOP2056A Operate a freezing process	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2056 Operate a freezing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated a freezing process on at least one occasion, including:

- accessing workplace information to identify processing requirements
- selecting, fitting and using personal protective clothing and/or equipment
- confirming supply of necessary materials and services
- preparing materials
- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs
  - confirming that equipment is clean and correctly configured for processing requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
- starting, operating, monitoring and adjusting the freezing process and equipment to achieve required outcomes, including monitoring control points and conducting inspections to confirm process remains within specification, including:
  - tunnel and product temperatures
  - throughput
  - removal of frozen waste product from equipment
  - visually inspecting product
- monitoring supply and flow of materials to and from the process
- taking corrective action in response to out-of-specification results
- correctly following procedures to defrost tunnels

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- responding to and/or reporting equipment failure within level of responsibility
- locating emergency stop functions on equipment
- following isolation and lock-out/tag-out procedures to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- completing workplace records
- maintaining work area to meet housekeeping standards
- using process control systems according to workplace procedures
- cleaning and sanitising equipment according to workplace procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of freezing, including the changes that occur to product during freezing
- basic operating principles of equipment used in the operation of a freezing process, including:
  - main equipment components
  - status and purpose of guards
  - basic principles and operation of refrigeration system
  - equipment operating capacities and applications
  - purpose and location of sensors and related feedback instrumentation
- the flow of the freezing process and the effect of product output on downstream processes
- quality characteristics to be achieved by the freezing process
- effect of raw material characteristics on the freezing process
- operating requirements and parameters of the freezing process and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- contamination and food safety risks associated with the freezing process and related control measures
- common causes of variation in the operation of the freezing process and corrective action required
- work health and safety hazards and controls, including the limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for the operation of the freezing process
- procedures and responsibility for reporting production and performance information relevant to the freezing process

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- environmental issues and controls relevant to the freezing process, including waste collection and handling procedures
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitation procedures required for the freezing process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - freezing process and related equipment and services
  - materials to be frozen
  - sampling schedules and test procedures and equipment
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - production schedule and batch instructions
  - specifications, control points and processing parameters
  - information on equipment capacity and operating parameters
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2057 Operate a membrane process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a membrane process.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a membrane process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm materials are available to meet operating requirements 1.2 Identify and confirm cleaning and maintenance requirements and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	status according to work health and safety and food safety requirements 1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the membrane equipment and process for operation	2.1 Fit machine components and related attachments and adjust to meet operating requirements 2.2 Enter processing and operating parameters to meet safety and production requirements 2.3 Check equipment performance and adjust according to production requirements 2.4 Carry out pre-start checks according to work health and safety and operating procedures
3. Operate and monitor the membrane process	3.1 Start, operate and monitor the process according to work health and safety and operating procedures 3.2 Monitor the process to confirm that specifications are met 3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and apply workplace housekeeping and environmental procedures
4. Shut down the membrane process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to work health and safety and operating procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2057 Operate a membrane process	FDFOP2057A Operate a membrane process	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2057 Operate a membrane process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated a membrane process on at least one occasion, including:

- accessing workplace information to identify membrane processing requirements
- selecting, fitting and using personal protective clothing and/or equipment
- confirming supply of necessary materials and services
- conducting pre-start check, including:
  - inspecting equipment/membrane condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs
  - confirming that equipment, including pumps, valves and pipework, are clean and correctly configured for membrane processing requirements
  - sensors and controls are correctly positioned
  - any scheduled maintenance has been carried out
  - all safety guards are in place and operational
- starting, operating, monitoring and adjusting membrane processing equipment to achieve required outcomes, including monitoring control points and conducting inspections to confirm process remains within specification, including monitoring:
  - temperatures
  - flow rates
  - total solids
  - pressure/vacuum
- monitoring supply and flow of materials to and from the membrane process
- taking corrective action in response to out-of-specification results
- responding to and/or reporting equipment failure within level of responsibility
- locating emergency stop functions on equipment

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- following isolation and lock-out/tag-out procedures to take membrane processing and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- following procedures to clean membranes
- completing workplace records
- maintaining work area to meet housekeeping standards
- using process control systems according to workplace procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of membrane processing, including:
  - components of milk
  - particle size of each component
  - effect on these components of membrane processing
  - methods used to achieve this outcome
- basic operating principles of membrane processing equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - purpose and location of sensors and related feedback instrumentation
  - material composition of membranes used in the workplace, and related operating, cleaning and storage requirements
- the flow of the membrane process, including the different processing streams and the effect of the membrane process outputs on downstream processes
- quality characteristics required of the membrane processing outputs
- the effect of variation in raw material characteristics on membrane processing performance
- operating requirements and parameters and corrective action required where operation is outside specified operating parameters, including the effect of variation in processing parameters, including temperature, pressure, total solids and flow rates on membrane process performance
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- techniques used to monitor membrane processing, including inspecting, measuring and testing by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination and food safety risks associated with the process and related control measures

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- common causes of variation and corrective action required when operating a membrane process
- work health and safety hazards and controls, including the limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to membrane processing and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage and shutdown
- cleaning and sanitation requirements required for operating a membrane process
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting membrane processing production and performance information
- environmental issues and controls relevant to membrane processing, including waste collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - membrane processing and related equipment and services
  - materials required for membrane processing
  - sampling schedules and test procedures and equipment
  - cleaning and sanitation procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements, stock flow systems, production schedules, batch/recipe instructions
  - information on equipment capacity and operating parameters
  - production schedule and batch instructions
  - specifications, control points and processing parameters
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPOPR2058 Operate a holding and storage process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a holding and storage process.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a holding and storage process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm materials are available to meet operating requirements 1.2 Identify and confirm cleaning and maintenance requirements and status according to work health and safety and food safety

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the holding and storage equipment and process for operation	2.1 Fit machine components and related attachments, and adjust to meet operating requirements 2.2 Enter processing and operating parameters to meet safety and production requirements 2.3 Check equipment performance and adjust according to production requirements 2.4 Carry out pre-start checks according to work health and safety and operating procedures
3. Operate and monitor the holding and storage process	3.1 Start, operate and monitor the process for variation in operating conditions 3.2 Monitor the process to confirm that specifications are met 3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and apply workplace housekeeping and environmental procedures
4. Shut down the holding and storage process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to work health and safety and operating procedures 4.3 Identify and report maintenance requirements according to workplace requirements 4.4 Maintain workplace records according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2058 Operate a holding and storage process	FDFOP2058A Operate a holding and storage process	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for FBPOPR2058 Operate a holding and storage process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated a holding and storage process on at least one occasion, including:

- accessing workplace information to identify requirements for the holding and storage process
- selecting, fitting and using personal protective clothing and/or equipment
- confirming supply of necessary materials and services for the holding and storage process
- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs
  - confirming that equipment is clean and correctly configured for processing requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
- starting, operating, monitoring and adjusting holding and storage process equipment to achieve required outcomes, including monitoring control points and conducting inspections to confirm process remains within specification, including:
  - time/temperature
  - flow rates
  - agitation speed
  - equipment condition and performance
- monitoring supply and flow of materials to and from the holding and storage process
- taking corrective action in response to out-of-specification results
- responding to and/or reporting equipment failure within level of responsibility

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- locating emergency stop functions on equipment
- following isolation and lock-out/tag-out procedures to take holding and storage process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- completing workplace records
- maintaining work area to meet housekeeping standards
- using process control systems according to workplace procedures
- cleaning equipment according to workplace procedures
- following relevant work health and safety guidelines.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the holding and storage process, including the importance of stock rotation
- basic operating principles of equipment for the holding and storage process, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - purpose and location of sensors and related feedback instrumentation
- the flow of the holding and storage process and the effect of product output on downstream processes
- contamination and food safety risks associated with the holding and storage process and related control measures
- quality characteristics to be achieved by the holding and storage process, including organoleptic characteristics of the product
- effect of raw material characteristics on the holding and storage process
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes related to the storage and holding process, including signs and symptoms of faulty equipment and early warning signs of potential problems
- techniques used to monitor the holding and storage process, including inspecting, measuring and testing by the process
- common causes of variation for the holding and storage process and corrective action required
- work health and safety hazards and controls, including the limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to the holding and storage process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities for operating a holding and storage process

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- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste collection and handling procedures
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitation procedures required for the holding and storage process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - holding and storage process and related equipment and services
  - materials required for a holding/storage process
  - sampling schedules and test procedures and equipment
  - routine preventative maintenance schedule as required
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - stock flow systems, production schedules and batch/recipe instructions
  - specifications, control points and processing parameters
  - information on equipment capacity and operating parameters
  - production schedule and batch instructions
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2059 Operate a continuous freezing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a continuous freezing process.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a continuous freezing process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm materials are available to meet operating requirements 1.2 Identify and confirm cleaning and maintenance requirements and status according to work health and safety and food safety

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the freezing equipment and process for operation	2.1 Fit machine components and related attachments, and adjust to meet operating requirements 2.2 Enter processing and operating parameters to meet safety and production requirements 2.3 Check equipment performance and adjust according to production requirements 2.4 Carry out pre-start checks according to work health and safety and operating procedures
3. Monitor the freezing process operation	3.1 Start, operate and monitor the process for variation in operating conditions 3.2 Monitor the process to confirm that specifications are met 3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and apply workplace housekeeping and environmental procedures
4. Shut down the freezing process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to work health and safety and operating procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2059 Operate a continuous freezing process	FDFOP2059A Operate a continuous freezing process	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for FBPOPR2059 Operate a continuous freezing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated a continuous freezing process on at least one occasion, including:

- accessing workplace information to identify processing requirements
- selecting, fitting and using personal protective clothing and/or equipment
- confirming supply of necessary materials and services
- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs
  - confirming that equipment is clean and correctly configured for processing requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
- starting, operating, monitoring and adjusting process equipment to achieve required outcomes, including monitoring control points and conducting inspections to confirm process remains within specification, including:
  - flow rates
  - churn speed
  - time/temperature
  - ingredient addition systems
  - pressures
  - equipment condition and performance
- monitoring supply and flow of materials to and from the process
- taking corrective action in response to out-of-specification results

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- responding to and/or reporting equipment failure within level of responsibility
- locating emergency stop functions on equipment
- follow isolation and lock-out/tag-out procedures to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- completing workplace records
- maintaining work area to meet housekeeping standards
- using process control systems according to workplace procedures
- cleaning and sanitising equipment according to workplace procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the continuous freezing process, including the stages that occur during the churning and freezing process and the required physical and microstructure of the product
- basic operating principles of equipment required to operate a continuous freezing process, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - purpose and location of sensors and related feedback instrumentation
- services required to operate a continuous freezing process and action to take if services are not available
- the flow of the freezing process and the effect of outputs on downstream processes
- additives and ingredients used in the continuous freezing process and their role in the product
- quality characteristics to be achieved by the freezing process
- quality requirements of materials/ingredients and effect of variation on process performance
- operating requirements and parameters and corrective action required where operation of the continuous freezing process is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- methods used to monitor the production process, including inspecting, measuring and testing by the process
- inspection or test points (control points) in the continuous freezing process operation and the related procedures and recording requirements
- contamination/food safety risks associated with the continuous freezing process and related control measures
- common causes of variation in the operation of a continuous freezing process and corrective action required

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- work health and safety hazards and controls relevant to the operation of a continuous freezing process, including the limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to the continuous freezing process and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage
- isolation, lock out and tag out procedures and responsibilities required for the operation of a continuous freezing process
- procedures and responsibility for reporting production and performance information of the continuous freezing process
- environmental issues and controls relevant to the continuous freezing process, including waste/rework collection and handling procedures related to the process
- basic operating principles of continuous freezing process control, including the relationship between control panels and systems and the physical equipment
- cleaning procedures required for the continuous freezing process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - freezing process and related equipment and services
  - materials/ingredients to be processed
  - sampling schedules and test procedures and equipment
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedules and batch instructions
  - specifications, control points and processing parameters
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPOPR2060 Operate an automated cutting process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down an automated cutting process.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of an automated cutting process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm carcasses/pieces are available according to production requirements 1.2 Identify and confirm cleaning and maintenance requirements and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	status according to work health and safety and food safety requirements 1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the automated cutting equipment and process for operation	2.1 Fit machine components and related attachments, and adjust to meet operating requirements 2.2 Enter processing and operating parameters to meet safety and production requirements 2.3 Check equipment performance and adjust according to production requirements 2.4 Carry out pre-start checks according to work health and safety and operating procedures
3. Operate and monitor the automated cutting process	3.1 Inspect carcasses/pieces to confirm that quality requirements are met 3.2 Hang carcasses/pieces to meet production pace 3.3 Start, operate and monitor the process for variation in operating conditions 3.4 Monitor the process to confirm that temperature specifications are met 3.5 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.6 Follow and apply workplace housekeeping and environmental procedures
4. Shut down the automated cutting process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to work health and safety and operating procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2060 Operate an automated cutting process	FDFOP2060A Operate an automated cutting process	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for FBPOPR2060 Operate an automated cutting process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated an automated cutting process on at least one occasion, including:

- accessing workplace information to identify cutting requirements
- selecting, fitting and using personal protective clothing and/or equipment
- confirming supply of necessary carcasses/pieces and services, including inspecting and removing carcasses/pieces of unacceptable quality
- conducting pre-start checks, including:
  - inspecting equipment condition to identify blade sharpness and other signs of wear
  - selecting appropriate settings and/or related parameters according to bird size/type
  - cancelling isolation or lock-outs
  - confirming that equipment is clean and correctly configured for cutting process requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place, and operational and running
  - trialling cut to confirm accuracy/positioning where required
- starting, operating, monitoring and adjusting automated cutting process equipment to achieve required outcomes, including hanging carcasses/pieces to meet production pace, monitoring control points and conducting inspections to confirm cut accuracy within specification
- monitoring supply and flow of carcasses/pieces to and from the automated cutting process
- taking corrective action in response to out-of-specification results, including adjusting blades/knives within level of responsibility
- responding to and/or reporting equipment failure within level of responsibility
- following procedures to adjust equipment for bird/portion type/size
- locating emergency stop functions on equipment

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- following isolation and lock-out/tag-out procedures to take automated cutting process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- completing workplace records
- maintaining work area to meet housekeeping standards
- using process control systems according to workplace procedures
- cleaning and sanitising equipment according to workplace procedures
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the automated cutting process
- basic operating principles of equipment required to operate an automated cutting process, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - purpose and location of sensors and related feedback instrumentation
- the flow of the automated cutting process and the effect of outputs on downstream processes
- quality characteristics to be achieved by the automated cutting process, including quality specifications and ability to assess cut quality and determine any required adjustments
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- methods used to monitor the automated cutting process, including inspecting the quality of cuts
- inspection or test points (control points) in the automated cutting process and the related procedures and recording requirements, including recording information (e.g. temperatures and product codes)
- contamination/food safety risks associated with the automated cutting process and related control measures
- common causes of variation and corrective action required when operating an automated cutting process
- work health and safety hazards and controls, including the limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to the automated cutting process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities for an automated cutting process

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- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the automated cutting process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitation procedures required for the automated cutting process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - automated cutting process and related equipment and services
  - carcasses/pieces to be processed
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule/batch instructions
  - specifications, control points and processing parameters
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2062 Work in a clean room environment

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to gown-up, enter and work in a clean room environment; and de-gown to minimise contamination risks.

This unit applies to individuals who work under general supervision in a food processing production environment.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to enter a clean room environment	1.1 Identify and choose appropriate clothing and footwear 1.2 Fit and inspect clothing and footwear prior to entering a clean room 1.3 Follow hand washing and disinfecting procedures
2. Work in a clean room environment	2.1 Follow workplace procedures to enter a clean room environment 2.2 Conduct work activities to minimise risk of contamination

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
3. Exit a clean room environment and de-gown	3.1 Follow workplace procedures to exit a clean room environment 3.2 Remove protective clothing and footwear 3.3 Deposit clothing and footwear for laundering or disposal, in line with workplace guidelines

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Access and interpret requirements of clean room environment
Navigate the world of work	• Apply workplace procedures to own role and responsibilities
Get the work done	• Conduct required tasks in accordance with set instructions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2062 Work in a clean room environment	FDFOP2032A Work in a clean room environment	Updated to meet Standards for Training Packages Prerequisites removed Minor changes to Performance Criteria to clarify intent	Equivalent unit

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Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2062 Work in a clean room environment

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has worked in a clean room environment on at least one occasion, including:

- accessing workplace information to determine clean room work requirements
- confirming that protective clothing and footwear are appropriate for use
- following procedures to fit and inspect protective clothing and footwear
- following procedures to enter a clean room environment, including following appropriate hand washing and disinfecting procedures, and fitting gloves as required
- conducting work to minimise risk of contamination
- exiting the clean room environment according to workplace procedures
- removing protective clothing and footwear in correct sequence and depositing for laundering according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of and conditions required in a clean room environment, including how the clean room maintains a clean environment and related air flow systems
- preparation and handling requirements for garments and footwear worn in a clean room environment, including:
  - garment features appropriate to a clean room environment
  - inspection procedures to confirm clothing and footwear are fit for use prior to fitting
- inspection points to confirm that clothing and footwear are correctly fitted according to workplace procedures
- procedures to follow if garments are not fit for use

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- clean room control measures and related monitoring requirements, including:
  - pressure differences between the clean room and change room and knowledge of location of pressure gauges
  - checking operating conditions of ventilation systems where required
- entry procedures
- requirements for conducting work in a clean room and consequences of not complying with these requirements (typically work is conducted slowly to minimise disturbance of particulates)
- procedures to follow to minimise risk of contamination, including cleaning, sanitation, sterilisation and disinfecting of equipment and surfaces
- conditions that can cause contamination, and control measures to avoid this occurring
- work health and safety hazards and controls, including the limitations of protective clothing and equipment relevant to the work process
- procedures for exiting and de-gowning
- laundering requirements and procedures
- housekeeping requirements for work area
- recording requirements and procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a clean room environment
- resources, equipment and materials:
  - protective clothing, footwear and equipment appropriate to a clean room
- specifications:
  - work procedures relevant to working in a clean room environment, including those specific to entering and exiting the clean room and to carrying out the relevant work function.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2063 Clean equipment in place

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to prepare process equipment for cleaning in place or in-line. It applies to food processing equipment that is fixed in place and cannot be moved to a cleaning station. It requires the operator to initiate, monitor and control variables during cleaning.

This unit applies to individuals who work in food processing facilities performing a defined range of activities, most of which are routine and predictable.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for cleaning	1.1 Read or listen to work instructions from supervisor and clarify where needed 1.2 Identify health and safety hazards in the workplace and tell supervisor 1.3 Wear appropriate personal protective equipment and ensure

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	correct fit 1.4 Confirm that chemical stocks are available to meet cleaning and food safety requirements 1.5 Confirm that services are available and ready for operation 1.6 Plan equipment shut down and take equipment off-line for cleaning 1.7 Configure equipment and related valves and pipework to confirm readiness for cleaning 1.8 Set the plant for the cleaning cycle
2. Operate and monitor the cleaning process	2.1 Carry out the cleaning cycle as directed 2.2 Monitor the cleaning process for completeness 2.3 Record cleaning data appropriately 2.4 Identify, rectify and report out-of-specification process and equipment performance
3. Dispose of waste and return plant to operating condition	3.1 Flush cleaning chemicals from plant and dispose of accordingly 3.2 Set up plant to meet operational requirements 3.3 Conduct work according to workplace environmental guidelines

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Decant and mix chemicals in the correct proportion • Monitor actions including temperature gauges and tank levels

Unit Mapping Information

Code and title	Code and title	Comments	Equivalence status

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current version	previous version		
FBPOPR2063 Clean equipment in place	FDFOP2003A Clean equipment in place	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2063 Clean equipment in place

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively cleaned food processing equipment that is fixed in place, on a minimum of two occasions, including:

- shutting down equipment and preparing for cleaning
- preparing and using chemicals according to safe work requirements
- cleaning equipment to meet work standards
- monitoring cleaning and report or address any non-compliances
- flushing equipment and dispose of waste according to environmental guidelines
- completing required documentation
- applying safe work practices and identify health and safety hazards and controls in the workplace
- applying food safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of cleaning in place (CIP), including the use and functions of caustic and acid solutions, and cleaning sequence and stages as required in the workplace
- purpose and use of cleaning equipment and chemicals used
- terminology relating to the chemical solutions used
- safe work procedures, including appropriate signage of cleaning activities, and safe handling and storage of cleaners and sanitisers used
- health and safety workplace procedures, including purpose and limitations of personal protective equipment
- cleaning and sanitising requirements, including different levels of cleaning requirements

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- characteristics of cleaning and sanitising chemicals used, including basic composition as well as compatibility of chemicals with types of equipment
- methods used to render equipment safe to clean, including the status and purpose of equipment guards, relevant lock out/tag out and isolation procedures
- equipment settings required for cleaning and operating
- basic operating principles of process control where relevant, including the relationship between control panels and systems and the physical equipment
- inspection points for cleaning and sanitising
- consequences of contamination of process flows by cleaning solutions and related safeguards
- types of waste generated by both the production and the cleaning process and related collection, treatment and disposal requirements
- environmental consequences of incorrect cleaning waste disposal procedures
- requirements to liaise with/advise related work areas
- reporting and recording systems.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - personal protective clothing and equipment
  - equipment to be cleaned, and related CIP system
  - chemicals and/or automated chemical addition system
- specifications:
  - workplace standard operating procedures and task-related documents.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2064 Clean and sanitise equipment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to clean, sanitise and carry out related procedures for food processing production equipment.

This unit applies to individuals who are primarily responsible for cleaning or where a more detailed knowledge of cleaning and sanitation processes is required in order to carry out cleaning responsibilities. This unit applies to both wet and dry cleaning methods.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for cleaning	1.1 Read or listen to work instructions from supervisor and clarify where needed 1.2 Identify health and safety hazards in the workplace and inform supervisor 1.3 Wear appropriate personal protective equipment (PPE) and ensure correct fit

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Confirm that cleaning and sanitising agents and services are available and ready for use 1.5 Clear equipment of product and packaging consumables in preparation for cleaning 1.6 Render equipment safe to clean 1.7 Liaise with other work areas about timing of cleaning
2. Clean and sanitise equipment to meet workplace requirements	2.1 Clean and sanitise equipment to workplace requirements 2.2 Inspect equipment to confirm operating condition and cleanliness 2.3 Identify, rectify and report unacceptable equipment condition 2.4 Store cleaning equipment and chemicals 2.5 Dispose of waste from cleaning process appropriately 2.6 Restore equipment to operating order 2.7 Complete documentation according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Ask questions to clarify understanding or seek further information
Numeracy	• Decant and mix chemicals in the correct proportion • Monitor actions, including temperature gauges and tank levels
Get the work done	• Locate stop functions on equipment

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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FBPOPR2064 Clean and sanitise equipment	FDFOP2004A Clean and sanitise equipment	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2064 Clean and sanitise equipment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively cleaned and sanitised a minimum of two different items of equipment, including:

- preparing equipment for cleaning
- preparing and use chemicals according to safe work requirements
- cleaning and sanitising equipment to meet work standards
- monitoring cleaning and reporting or addressing any non-compliances
- disposing of waste according to environmental guidelines
- completing required documentation
- applying safe work practices and identifying health and safety hazards and controls in the workplace
- applying food safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the purpose of cleaning and sanitation and importance in maintaining food safety
- functions of cleaners, sanitisers and related equipment
- safe work procedures, including appropriate signage of cleaning activities, safe handling and storage of cleaners and sanitisers used, safety when using cleaning methods
- health and safety requirements in the workplace, including purpose and limitations of personal protective equipment (PPE)
- cleaning and sanitation requirements relating to work responsibilities, including the need for different levels of cleaning where relevant
- procedures for preparing cleaners and sanitisers as required
- cleaning methods to be followed relating to workplace procedures

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- other work areas/operators who need to be consulted/advised on timing of cleaning
- methods used to render equipment safe to clean, including understanding the status and purpose of equipment guards, relevant lock out/tag out and isolation procedures and related equipment settings for both cleaning and operating as required
- procedures for cleaning and sanitising
- types of waste generated by the cleaning process and related collection, treatment and disposal requirements
- potential environmental impact of incorrect waste handling
- inspection, cleaning and storage requirements of cleaning equipment used
- inspection points and methods for confirming the effectiveness of cleaning and sanitation, including visual inspection, and where required, recording of cleaning conducted
- inspection requirements to confirm equipment condition, including acceptable equipment condition, ability to identify faulty or unacceptable equipment, and take required corrective action
- recording requirements and responsibilities.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - cleaning and sanitising equipment according to workplace requirements
  - cleaning equipment and chemicals
  - PPE
- specifications:
  - workplace standard operating procedures and task-related documents.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2065 Conduct routine maintenance

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to inspect equipment and carry out routine maintenance and adjustment using a limited range of hand tools.

This unit applies to individuals who perform routine maintenance in a food and beverage environment. It typically targets the production worker responsible for conducting simple and routine maintenance tasks to support the operation of machines or equipment.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Conduct routine inspection of plant and equipment	1.1 Read or listen to work instructions from supervisor and clarify where needed 1.2 Identify health and safety hazards in the workplace and tell supervisor 1.3 Wear appropriate personal protective equipment and ensure correct fit

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Inspect equipment to identify signs of wear 1.5 Assess the nature of maintenance requirement
2. Prepare to conduct routine maintenance	2.1 Assess the maintenance task to determine tools and services required 2.2 Prepare equipment for maintenance 2.3 Select hand tools according to task requirements 2.4 Check tools before use and report unsafe and faulty items 2.5 Plan and schedule maintenance in consultation with affected work areas to minimise disruption to production
3. Carry out routine maintenance	3.1 Carry out routine maintenance on equipment 3.2 Report maintenance activities in line with workplace procedures
4. Complete maintenance tasks	4.1 Return equipment to operating order when maintenance is complete 4.2 Store tools and materials 4.3 Notify the relevant personnel of maintenance completion 4.4 Maintain a clean and tidy workplace

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Interact effectively with staff members
Get the work done	• Make routine decisions to correct simple and familiar problems • Apply routine fault finding methods to trace and identify equipment faults and implement standard and familiar solutions

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2065 Conduct routine maintenance	FDFOP2011A Conduct routine maintenance	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2065 Conduct routine maintenance

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively conducted routine maintenance on a minimum of two different items of plant and/or equipment, including:

- identifying routine maintenance tasks for machine or equipment
- monitoring operation and identifying need for maintenance tasks
- carrying out routine maintenance tasks according to workplace procedures
- on completion of maintenance tasks, returning equipment to operational order, including confirming that all equipment parts, nuts and bolts are accounted for and correctly tightened
- scheduling maintenance tasks that are beyond one's own job role and communicating requirements with affected personnel
- selecting and using appropriate tools to undertake routine maintenance within scope of own job role
- assessing readiness for returning machine or equipment to operation or referring for further attention
- completing maintenance documentation
- applying safe work practices and identifying health and safety hazards and controls in the workplace.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- systems and programs in place to manage routine maintenance of plant and equipment in the workplace
- responsibilities for participating in the maintenance program, including operator role and the role of others
- procedures for raising maintenance orders where requirements are outside operator role

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- basic operating principles of equipment to be maintained
- signs and symptoms of faulty equipment and early warning signs of potential problems
- basic checks used to confirm the nature of maintenance requirements, including distinguishing between mechanical and electrical faults and identifying probable causes or conditions that may increase maintenance requirements of equipment used
- procedures for issuing, maintaining and storing tools used
- safe use of hand tools and measuring instrumentation relevant to maintenance responsibilities
- lubrication requirements, including requirements to use food grade lubricants as required, and consequences of using incorrect type or amount of lubricants
- safe work procedures, including appropriate signage of maintenance activities, use of appropriate personal protective equipment, and awareness of safety hazards and controls relating to maintenance tasks
- methods used to render equipment safe to work on or clean including lock out/tag out and isolation procedures (in some cases this may involve liaising with other maintenance operators)
- procedures and inspections to be carried out to confirm that equipment is in operating order and all parts are accounted for
- food safety risks arising from poor personal hygiene, cleaning and housekeeping practices and procedures associated with routine maintenance
- maintenance planning, scheduling and recording procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - maintenance tools and equipment
  - operational machinery and equipment
  - safety equipment
  - spares and consumables
- specifications:
  - operation procedures
  - service equipment and maintenance instructions.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2066 Apply sampling procedures

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to interpret sampling plans, and to collect and transfer samples to retain sample integrity.

This unit applies to individuals who would typically be required to follow specific sampling procedures under general supervision.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for sampling	1.1 Read or listen to work instructions from supervisor and clarify where needed 1.2 Identify health and safety hazards in the workplace and inform supervisor 1.3 Wear appropriate personal protective equipment and ensure correct fit 1.4 Identify sampling requirements in the sampling plan

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.5 Prepare sampling equipment, containers and labels
2. Collect samples	2.1 Collect samples as specified in the sampling plan 2.2 Handle and prepare samples to preserve sample and source integrity 2.3 Identify and report defects or abnormalities in source material and sample 2.4 Record sample information in line with workplace requirements 2.5 Maintain a clean and tidy workplace

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	• Record sample information accurately
Get the work done	• Solve familiar and generally predictable problems within workplace guidelines

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2066 Apply sampling procedures	FDFOP2013A Apply sampling procedures	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

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Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2066 Apply sampling procedures

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively taken 10 samples, in line with the sampling plan, including:

- accessing and interpreting sampling plan to identify requirements
- selecting, fitting and using personal protective equipment
- preparing for sampling to ensure required tools, containers and labels are available
- following sampling procedures and the sampling plan to collect samples from the designated points, in the quantities and at the times specified
- identifying atypical source materials and/or samples and take corrective action, such as reporting abnormalities, repeating sample collection and/or following intensive sampling schedules
- completing sample records according to workplace requirements, such as labelling samples as required
- transferring samples for testing
- maintaining work area to meet housekeeping standards.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards and controls in the workplace, including the purpose and limitations of personal protective equipment
- basic sampling principles, including the importance of following the sampling plan to obtain representative sampling reflecting characteristics of source material, the sample characteristics and related preservation, handling and storage requirements, and the labelling system purpose and requirements
- tests to be conducted on samples, and related handling and preparation requirements and responsibilities

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- characteristics of materials sampled, and common contaminants and related conditions under which contamination is likely to occur
- sampling techniques relevant to samples collected, such as sterilisation methods and procedures
- the relationship between sampling, testing and production processes, including different sampling regimes that may apply in response to non-standard conditions or after corrective action is taken to adjust production outputs
- procedures and responsibility for reporting and recording sampling information, including legislative requirements
- procedures for preparing samples.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - sampling plan
  - recording and reporting system
  - sampling equipment and containers as required
  - product/source material to be sampled.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2067 Work in a food handling area for non-food handlers

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to conduct work in a food handling area where the work does not involve direct food contact.

This unit applies to individuals who typically work in stores, warehousing, cleaning and maintenance roles. This unit is not appropriate for a person who has direct contact with food or raw materials or ingredients. Where this is a requirement, refer to relevant food safety units.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Maintain food safety while working in a food handling area	1.1 Read or listen to work instructions from supervisor and clarify where needed 1.2 Identify health and safety hazards in the workplace and inform supervisor

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Wear appropriate personal protective equipment and ensure correct fit 1.4 Identify and follow food safety requirements related to work tasks 1.5 Carry out work responsibilities so that the safety of food is maintained 1.6 Identify and report procedures or practices which are inconsistent with requirements of the workplace food safety program
2. Maintain food handling area in clean and orderly state	2.1 Confirm that equipment and the food handling area meet the cleaning and sanitation requirements of workplace food safety program 2.2 Collect and dispose of waste according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Ask questions to clarify understanding or seek further information
Get the work done	• Maintain a clean and hazard-free work area

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2067 Work in a food handling area for non-food handlers	FDFOP2016A Work in a food handling area for non-food handlers	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

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Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2067 Work in a food handling area for non-food handlers

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has worked safely and effectively in a food handling area, in a non-food handling role, to effectively maintain food safety standards on at least two different occasions, including:

- accessing and applying workplace information on food safety policies and procedures relevant to own work
- fitting and using appropriate personal protective clothing and equipment as required by work tasks to meet food business requirements
- checking own work area to identify food safety hazards
- carrying out work responsibilities to ensure that food safety is not compromised
- taking necessary precautions when moving between or around the workplace and/or from one task to another to minimise the risk of contamination
- recognising and reporting situations or procedures that could compromise food safety
- sorting and disposing of waste according to workplace procedure
- maintain workplace standards in work area.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards and controls in the workplace, including the purpose and limitations of protective clothing and equipment
- food safety requirements related to own work as determined by the workplace
- sources of advice on food safety issues and responsibilities in the workplace
- personal hygiene practices and clothing and footwear requirements associated with working in and moving in and between food handling areas and moving between food handling and non-food handling areas

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- suitable standard for materials and equipment used in the food handling area, including materials that are unsuitable for use
- methods and procedures to be followed when carrying out work responsibilities in a food handling area to ensure that food safety is not compromised
- the types of contamination that can occur as a result of work activities, and procedures used to prevent these types of contamination from occurring
- cleaning and sanitation requirements and responsibilities, including cleaning methods appropriate to a food handling environment and those used in the specific food handling area
- waste collection, recycling and handling procedures
- workplace standards to be maintained in the work area.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - work area and related equipment to undertake work function
  - waste collection, treatment, recycling and/or disposal equipment
- specifications:
  - food safety policies and procedures relevant to work role
  - work procedures, including procedures for entering and exiting food handling areas.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2068 Operate a process control interface

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to operate a computer-based interface to modify and/or interrogate a control system.

This unit applies to individuals who work under general supervision. This includes identifying and providing solutions to a limited range of predictable problems.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Navigate the process control interface	1.1 Confirm the readiness of the control interface and related components for operation 1.2 Use the hardware provided to operate the interface 1.3 Use page links to move between screens 1.4 Acknowledge messages and alarms 1.5 Access required information from screen displays

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.6 Record interface system malfunctions and report to supervisor
2. Use interface system to operate and maintain a process within required parameters	2.1 Start, monitor and shut down individual items of equipment and processes using the control interface 2.2 Select equipment, alter status and enter settings to meet operating requirements 2.3 Activate sequences to initiate process operation 2.4 Recognise equipment giving a bad signal or bad measurements and take responsive action
3. Analyse data to predict and control performance	3.1 Select and analyse trends to identify performance patterns 3.2 Identify causes of abnormal or unacceptable performance and take corrective action 3.3 Record information in workplace format

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Access and interpret process control panels and system
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials and product
Navigate the world of work	• Ask questions to clarify understanding or seek further information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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FBPOPR2068 Operate a process control interface	FDFOP2030A Operate a process control interface	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2068 Operate a process control interface

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively operated a process control interface on at least two occasions, including:

- recognising and responding to error messages and alarms
- accessing relevant performance data using the control system, including locating and interpreting performance trend information
- recording log information using the interface system according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- processes and equipment being controlled, including required processing sequences
- operating principles of process control and interface system, including the relationship between control panels, systems and the physical equipment, and where relevant, operating conditions required for accurate information input from sensors and related instrumentation
- action required to respond to error messages and alarms
- typical faults that can occur when operating a process control interface and corrective action required
- performance data collected by the control interface system and its application to troubleshoot performance, including the ability to identify and investigate related trend data to track cause and effect
- recording requirements and responsibilities.

Assessment Conditions

Assessment of skills must take place under the following conditions:

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- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - process control interface hardware and software
  - work station or equipment to be controlled
  - process to be controlled
  - communication systems and equipment
  - workplace information recording systems, requirements and procedures
- specifications:
  - operating procedures and related advice on equipment operation.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2069 Use numerical applications in the workplace

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to use numerical applications in the workplace.

This unit applies to individuals who work under general supervision.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Apply basic mathematical concepts to calculate workplace information	1.1 Identify calculation requirements and select appropriate method 1.2 Obtain data from relevant sources and interpret correctly 1.3 Undertake calculations using addition, subtraction, multiplication and division to support work role
2. Apply basic mathematical concepts to estimate workplace	2.1 Identify estimation requirements and select appropriate estimation 2.2 Obtain data from relevant sources and interpret correctly 2.3 Make estimations of quantities, ratios and speed to meet work

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
information	requirements 2.4 Record calculations and measurement information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret work tasks, instructions, procedures and other basic workplace documentation requiring numerical applications
Navigate the world of work	• Understand tasks and responsibilities requiring numerical applications in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate information with relevant personnel
Get the work done	• Recognise simple problems and seek guidance to correct

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2069 Use numerical applications in the workplace	FDFOP2061A Use numerical applications in the workplace	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

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Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2069 Use numerical applications in the workplace

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has effectively used numerical applications for work purposes, on at least two different occasions, including:

- identifying whether a calculation or estimation is required to meet workplace requirements
- performing calculations involving basic addition, subtraction, division and multiplication to support work role (this may involve use of a calculator and conversion tables)
- using estimation techniques to check quantities, ratios, speed and other required data estimates
- using estimation techniques to check calculated results and workplace data
- recording calculations and measurement information accurately, according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes 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, including charts, graphs and tables
- recording requirements and responsibilities relevant to work role.

Assessment Conditions

Assessment of skills must take place under the following conditions:

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- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - real or simulated work tasks requiring simple estimation and calculation
  - conversion tables, calculators and measuring instruments.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2073 Work in a socially diverse environment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to interact effectively with people in a socially diverse workplace environment.

This unit applies to individuals who facilitate communication with customers and colleagues from diverse backgrounds and allow for cultural considerations when identifying issues that may cause misunderstandings in the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Use verbal and non-verbal communication in a culturally sensitive manner	1.1 Identify responsibilities according to the principles of anti-discrimination legislation 1.2 Treat people from all social and cultural groups with respect and sensitivity 1.3 Use verbal and non-verbal communication that takes into account social and cultural differences

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Make efforts to communicate through use of gestures or simple words where language barriers exist 1.5 Seek assistance from colleagues, specialist resources or outside organisations when cultural considerations could be affecting workplace communication
2. Respond to cross-cultural misunderstandings	2.1 Identify issues that may cause conflict or misunderstanding in the workplace 2.2 Consider possible cultural and social differences when difficulties or misunderstandings occur 2.3 Address difficulties with appropriate personnel in the workplace and seek assistance to facilitate understanding where required 2.4 Make efforts to resolve misunderstandings, taking into account cultural and social considerations 2.5 Refer potential issues and problems that cannot be resolved to appropriate personnel for follow-up in accordance with workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Interact with others	• Treat people from differing backgrounds with respect and sensitivity

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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FBPOPR2073 Work in a socially diverse environment	FDFOP2005A Work in a socially diverse environment	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent Foundation skills added	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2073 Work in a socially diverse environment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has worked effectively in a socially diverse environment on a minimum of two different occasions, including:

- recognising cultural and social differences in the workplace
- responding to cross-cultural or cross-social misunderstandings.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles of equal employment opportunity (EEO) and anti-discrimination legislation as they apply to company and employee rights and responsibilities in the workplace
- recognition of differences between people from different cultural and social backgrounds, including those differing from own
- understanding of the basis of cultural difference, including behaviour or practices that can cause offence, and related strategies for interacting in ways that are culturally and socially sensitive
- communication strategies and styles appropriate to diverse audiences related to the workplace.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- specifications:

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- rights and responsibilities relating to anti-discrimination and EEO
- relevant company policies and procedures

- relationships (internal and/or external):
  - opportunities to interact with others using typical workplace communication processes
  - interactions with team members and supervisors or realistic scenarios or role plays.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR3001 Control contaminants and allergens in the workplace

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to control contaminants and allergens in the workplace.

This unit applies to individuals who work under broad direction and take responsibility for their own work in a food or beverage processing environment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

FDFFS2001A Implement the food safety program and procedures

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess risk of physical contamination	1.1 Identify types and sources of physical contamination in the workplace

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify risks of physical contamination to operations, product and consumer 1.3 Identify control measures to eliminate or reduce risks of physical contamination 1.4 Assess workplace procedures and practices to determine level of risk for physical contaminants and identify opportunities for improvement
2. Assess risk of chemical contamination	2.1 Identify types and sources of chemical contamination in the workplace 2.2 Identify risks of chemical contamination to operations, product and consumer 2.3 Identify control measures to eliminate or reduce risks of chemical contamination 2.4 Assess workplace procedures and practices to determine level of risk for chemical contaminants and identify opportunities for improvement
3. Assess risk of microbiological contamination	3.1 Identify types and sources of microbiological contamination in the workplace 3.2 Identify risks of microbiological contamination to operations, product and consumer 3.3 Identify control measures to eliminate or reduce risks of microbiological contamination 3.4 Assess workplace procedures and practices to determine level of risk for microbiological contaminants and identify opportunities for improvement
4. Assess risk of allergens in the workplace	4.1 Identify types and sources of allergens in the workplace 4.2 Identify risks of allergens to operations, product and consumer 4.3 Identify control measures to eliminate or reduce risks of allergens 4.4 Assess workplace procedures and practices to determine level of risk for allergens and identify opportunities for improvement
5. Implement control measures to manage contaminants and allergens	5.1 Implement control measures to minimise contaminants and allergens as part of work operations 5.2 Identify emergency procedures and conditions for implementation 5.3 Identify and complete reporting and documentation associated

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	with controls, as required 5.4 Conduct control measures in accordance with workplace environmental guidelines

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Reading	• Interpret workplace and standard operating procedures relevant to job role • Read and interpret food safety program requirements • Interpret workplace food safety practices, procedures and control measures
Writing	• Record results of inspection, sampling and testing • Report contamination and allergen risk
Numeracy	• Monitor and interpret control indicators and data
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Select and use communication strategies appropriate for purpose when interacting with work colleagues and customers • Use active listening, observational and questioning techniques to confirm information about food safety program • Identify and describe responsibilities, skills, knowledge and experience within context of job role • Seek and provide feedback on current work performance
Get the work done	• Maintain a clean and hazard-free work area • Manage and prioritise tasks and timelines • Make decisions and solve problems related to control of contaminants and allergens

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR3001 Control contaminants and allergens in the workplace	FDFOP3001A Control contaminants and allergens in the workplace	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR3001 Control contaminants and allergens in the workplace

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has controlled contaminants and allergens in the workplace on at least one occasion, including:

- identifying the types of physical, chemical and microbiological contaminants and allergens that present a risk in the workplace
- identifying sources of risks
- examining control measures
- describing the appropriate monitoring requirements for each risk, including:
  - method or procedure to be followed
  - frequency and timing
  - person responsible
  - information to be recorded (procedures to be followed would be typically specified in the form of a standard operating procedure or work instruction)
- describing corrective action requirements in the event that acceptable limits or requirements of controls are not met
- developing or reviewing documentation relating to the food safety program, including process flow diagrams, hazard analysis charts and tables, support program requirements, data analysis reports, corrective action reports and verification reports
- using 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
- communicating food safety responsibilities within level of responsibility
- implementing control measures as part of work operations
- identifying emergency procedures and conditions for implementation
- following relevant work health and safety procedures.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the purpose and intent of food safety legislation and control measures for contaminants and allergens
- roles and responsibilities for development and maintenance of the control measures
- food processing methods used in the workplace or work area and the risks of contamination
- sources of technical expertise on contaminants and allergens
- the role of control measures in the food safety program
- documentation and recording requirements to support communication and monitoring of the food safety program, including procedures for maintaining and updating relevant documents, including operating procedures
- main types of food safety contamination likely to occur given the type of product and processing methods used
- acceptable control methods for the hazards identified, and required corrective action when control requirements are not met
- validation and verification processes, techniques, and responsibilities to control contaminants and allergens in the workplace.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on monitoring requirements, control methods and corrective action for risks
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR3002 Prepare food products using basic cooking methods

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to prepare food products using basic cooking methods.

This unit applies to individuals who work under broad direction and take responsibility for their own work in a food processing environment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

FDFFS2001A Implement the food safety program and procedures

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Select and handle cooking tools and equipment	1.1 Prepare work area for operations and confirm hygiene standards 1.2 Wear appropriate personal protective clothing and ensure correct fit

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Identify, handle and store cooking utensils required for work according to workplace procedures 1.4 Identify and prepare equipment and machinery required for cooking operation according to workplace procedures 1.5 Identify and implement maintenance requirements for knives and other utensils 1.6 Implement food safety requirements at all times when handling and using cooking utensils and equipment
2. Prepare ingredients	2.1 Examine recipe and identify required ingredients 2.2 Determine sequence for preparation 2.3 Select ingredients and confirm quantity and quality using measuring or weighing devices or sensory analysis techniques 2.4 Prepare and assemble ingredients according to recipe requirements 2.5 Store ingredients according to workplace procedures
3. Use basic cooking methods	3.1 Identify the range of basic cooking methods and their effect on quality, taste and nutritional value 3.2 Identify cooking methods required by recipe and determine sequence 3.3 Apply cooking method to achieve quality standards for food item 3.4 Identify and address typical problems as they arise 3.5 Use cooking utensils and equipment according to manufacturer instructions 3.6 Apply waste minimisation and environmental considerations during cooking process 3.7 Clean cooking area, utensils and equipment, and store according to workplace standards
4. Finish product	4.1 Transfer cooked ingredients for further processing 4.2 Assemble final product and present or pack according to recipe or operating requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Estimate and calculate ingredient amounts • Determine preparation and cooking times from packaging and recipes • Measure quantities of ingredients
Reading	• Read cooking instructions from recipe books • Read and interpret hygiene and food safety requirements from food safety program information
Navigate the world of work	• Apply workplace procedures relevant to own responsibilities • Understand main tasks, responsibilities and boundaries of own role, including use of personal protective clothing and equipment, housekeeping standards and procedures, quality requirements and operating procedures
Interact with others	• Communicate and report operational and safety information to relevant persons • Select and use appropriate terminology when communicating with others • Cooperate with others to rectify work health and safety hazards and operational maintenance requirements • Participate in conversations relevant to role by responding, explaining, negotiating and persuading
Get the work done	• Safely use/operate cooking tools and equipment • Make routine decisions to correct familiar and routine problems • Identify and follow quality and hygiene requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR3002 Prepare food products using basic cooking methods	FDFOP3005A Prepare food products using basic cooking methods	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for FBPOPR3002 Prepare food products using basic cooking methods

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has prepared two different food products using basic cooking methods on one or two occasions, including:

- identifying and accessing ingredients
- reading and interpreting recipe requirements
- safely and correctly using work utensils and equipment
- interpreting numerical information on quantities and conducting measurements
- applying safe work and food safety standards
- selecting, fitting and using personal protective clothing and equipment
- planning operations
- applying cooking method to achieve quality standards for food item
- identifying cooking problems and taking corrective action, including reporting abnormalities or problems, repeating processes and/or making required adjustments
- maintaining work area to meet housekeeping standards
- following relevant work health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- uses and characteristics of basic food ingredients
- major food groups and classifications
- range of ingredients typically used in the workplace and their characteristics and effect on food quality and taste
- principles of basic cookery
- food safety standards in the workplace
- common terminology used in cooking

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- maintenance requirements for knives and other utensils
- basic cooking methods and their effect on quality, taste and nutritional value
- waste minimisation and environmental considerations related to preparing food products using basic cooking methods.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - ingredients, utensils and equipment to be used for preparation of food products
  - recipes
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR3003 Identify cultural, religious and dietary considerations for food production

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to identify cultural, religious and dietary considerations for food production.

This unit applies to individuals who work under broad direction and take responsibility for their own work in a food or beverage processing environment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify requirements of customers with cultural and religious	1.1 Identify cultural and religious practices and events that influence food production requirements 1.2 Identify food production methods and food products that cater for

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
backgrounds	cultural and religious practices and events 1.3 Assess the suitability of current food production methods and current food products against cultural and religious requirements 1.4 Identify alternative processes and products for customers with cultural and religious requirements related to food production
2. Identify dietary requirements of customers	2.1 Identify a range of specific dietary requirements and their impact on food production 2.2 Identify food products that cater for specific dietary requirements 2.3 Assess the suitability of current food production methods and current food products against dietary requirements 2.4 Identify alternative processes and products for customers with dietary requirements related to food production
3. Identify requirements of customers with food-related allergies	3.1 Identify common food-related allergies 3.2 Conduct risk assessment of current products and processes against common food-related allergies 3.3 Identify food production procedures to avoid contamination with allergens

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Reading	• Interpret workplace and standard operating procedures relevant to job role
Writing	• Record routine information on paper-based and electronic media
Numeracy	• Calculate and estimate food quantities and pricing
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information

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Skill	Description
	• Participate in development of knowledge of cultural and religious practices and events that influence food production requirements
Interact with others	• Communicate and report operational and safety information to relevant personnel • Ask questions and listen carefully to gather, interpret or evaluate information, to clarify understanding or to seek further information • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	• Make decisions relating to appropriate communication and relationship-building strategies • Solve familiar and generally predictable cross-cultural problems and conflicts within workplace guidelines and using experience of past solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR3003 Identify cultural, religious and dietary considerations for food production	FDFOP3006A Identify cultural, religious and dietary considerations for food production	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR3003 Identify cultural, religious and dietary considerations for food production

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has identified cultural, religious and dietary considerations for food production on at least two separate occasions, including:

- using communication skills to interpret customer requests, and suggesting appropriate products that meet customer requirements
- accessing information on cultural, religious and dietary needs
- applying product knowledge to determine appropriate food products and processes to comply with cultural, religious or dietary considerations
- identifying common food-related allergens
- identifying procedures to avoid food contamination.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- ingredients of available food products which can impact on specific cultural, religious and dietary requirements of customers
- food production processes of products which can impact on specific cultural, religious and dietary requirements of customer including:
  - food safety principles and regulations
  - food safety hazards and risks
  - food safety program requirements
  - client conditions and associated needs and requirements
- specific dietary requirements, including:
  - coeliac
  - diabetes
  - food allergies

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  - food intolerances
  - swallowing problems requiring food texture modification
  - malnutrition
- different cultural requirements that impact on food production processes, including:
  - halal
  - Hindu
  - kosher
  - vegetarian
  - vegan
- additional dietary guidelines for specific populations, including older people and unwell people
- key health and legal consequences of failing to address special food requirements including:
  - drug–food interactions
  - allergic reactions
  - anaphylaxis
  - food sensitivity or intolerance reactions
  - choking.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - production equipment appropriate to product type
  - materials/ingredients to meet recipe requirements
  - ingredient pricing information
  - personal protective clothing, equipment and material safety data sheets (MSDS)
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on relevant product requirements, safe work practices, food safety, quality and environmental requirements
  - recipes and customer specifications.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPOPR3004 Set up a production or packaging line for operation

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to set up a production or packaging line for operation.

This unit applies to individuals who work under broad direction and take responsibility for their own work.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for line setup	1.1 Confirm materials are available to meet production requirements 1.2 Confirm availability of tools, equipment and related accessories according to job requirements 1.3 Select and fit personal protective equipment according to job requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Identify processing parameters and settings for production or packaging according to workplace procedures
2. Set-up the line for operation	2.1 Identify and confirm cleaning and maintenance requirements 2.2 Inspect equipment according to workplace procedures 2.3 Enter processing or packaging parameters and select or adjust machine settings according to workplace procedures 2.4 Check and adjust equipment performance 2.5 Conduct pre-start checks, adjust equipment performance and confirm equipment is ready and safe to operate, notifying relevant personnel of completion 2.6 Complete line setup to match production or packaging schedule and operating requirements 2.7 Complete records according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Numeracy	• Interpret production and process control indicators and data

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR3004 Set up a production	FDFOP3002A Set up a production or	Updated to meet Standards for Training	Equivalent unit

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or packaging line for operation	packaging line for operation	Packages Minor changes to Performance Criteria to clarify intent	

Links

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Assessment Requirements for FBPOPR3004 Set up a production or packaging line for operation

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively set up a production or packaging line on at least one occasion, in line with production schedule, including:

- conducting pre-start checks on machinery used for production to determine cleaning, maintenance and operation readiness
- determining production parameters and requirements
- setting up line according to production requirements
- taking corrective action in response to typical faults and inconsistencies
- completing workplace records and communicate line status with other personnel as required
- applying safe work practices and identifying hazards and controls.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- 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, including different types of equipment and/or components by processing operations
- nature of set-up/changeover requirements, including product compatibility and related cleaning requirements, impact of variation in materials or product on set-up requirements, and 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 set-up/changeover

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- related processes and personnel dependent on line set-up, and communication responsibilities
- isolation, lock-out and tag out procedures and responsibilities
- health and safety hazards and controls in the workplace
- procedures and responsibility for reporting equipment performance information
- operating principles of process control, including the relationship between control panels and systems and the physical equipment.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - personal protective equipment
  - production/packaging schedule and related advice on setup/changeover requirements
  - process/packaging equipment and related accessories and services
  - materials/consumables required of the process
  - hand tools
- specifications:
  - information on equipment capacity and operating parameters.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOPR3005 Operate interrelated processes in a production system

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and monitor interrelated processes in a production system.

This unit of competency describes the skills and knowledge required to set up, operate, adjust and monitor interrelated processes in a production system. A production system typically involves a series of interrelated processes that must be coordinated and concurrently operated to produce the required outcome.

This unit applies to individuals who have skills and knowledge the operational requirements of the production system for the industry in which it is applied. Individuals apply higher level planning and problem-solving skills, work under broad direction and take responsibility for their own work.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the production system for operation	1.1 Confirm availability of equipment, materials and services according to workplace procedures 1.2 Identify and confirm cleaning requirements and equipment status 1.3 Select and fit personal protective equipment according to job requirements 1.4 Enter processing/operating parameters and select or adjust machine settings according to workplace procedures 1.5 Load or position materials, ingredients and/or product according to workplace procedures 1.6 Conduct pre-start checks, adjust equipment performance and confirm equipment is ready and safe to operate
2. Operate and monitor the production system	2.1 Start up and operate and monitor the system and equipment for variation in operating conditions 2.2 Identify, rectify and report out-of-specification product and process outcomes to maintain the process within specification 2.3 Maintain the work area and report maintenance requirements according to workplace procedures 2.4 Conduct work according to workplace and environmental procedures
3. Hand over production system operation	3.1 Maintain records according to workplace procedures 3.2 Conduct handover according to workplace procedures 3.3 Confirm process operators are properly informed of system and related equipment status at completion of handover
4. Shut down the production system	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the system according to workplace procedures 4.3 Identify and report maintenance requirements
5. Contribute to continuous improvement of the production system	5.1 Review system performance against output plan/targets according to workplace procedures 5.2 Identify and investigate opportunities for system improvement 5.3 Develop and implement proposals for improvement within workplace planning arrangements, authority levels and according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR3005 Operate interrelated processes in a production system	FDFOP3003A Operate interrelated processes in a production system	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR3005 Operate interrelated processes in a production system

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively operated interrelated processes in a production system, on at least one occasion, including:

- conducting pre-start checks on production system components
- confirming machine set-up is ready to achieve production requirements
- applying safe work practices and identify hazards and controls
- selecting and fitting personal protective equipment (PPE)
- starting, operating, monitoring and adjusting process equipment throughout the system to achieve required quality outcomes
- identifying system problems and taking corrective action
- conducting operational handovers
- shutting down system
- identifying and investigating opportunities for operational improvements within areas of responsibility
- completing workplace records
- shutting down equipment according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the production system, including the system process flow, the interrelationships of each process to identify the impact of variation on related processes, and optimisation options
- basic operating principles of equipment and related accessories used by the system, including equipment adjustment points, status and purpose of guards, and range and location/alignment requirements of sensors and related feedback instruments

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- operating capacities of equipment used in the system, including different types of equipment and/or components by processing/packaging operations
- related systems and responsibilities for interaction, including related production systems, services supply, packaging/warehousing, maintenance, laboratory/quality assurance and planning and scheduling
- product characteristics and common types of variation in materials and/or ingredients used, including the effect of variation on each stage of the system and scope to adjust or correct
- typical production related problems, including equipment faults, common causes and warning signs, incorrect or poor supply of materials, incorrect settings and poor operator control
- relevant procedures, specifications and operating parameters for the system and the individual processes
- isolation, lock-out and tag out procedures and responsibilities
- hazards, risks, controls and methods for monitoring processes within the system, including health and safety in the workplace, food safety, quality and environmental hazards and risks
- workplace system and approach to equipment maintenance
- process improvement procedures and related consultative arrangements
- troubleshooting procedures and problem-solving techniques
- communication responsibilities to inform related work areas/support functions and other shifts of operational status and production issues
- procedures and responsibility for reporting production and performance information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - PPE
  - production system equipment and related accessories and services
  - materials/consumables required by the process
  - communication and recording systems and procedures
- specifications:
  - production schedule and related advice on system requirements
  - information on equipment capacity and operating parameters.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPOPR3006 Operate interrelated processes in a packaging system

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and monitor interrelated processes in a packaging system.

This unit applies to individuals who work under broad direction and take responsibility for their own work.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the packaging system for operation	1.1 Confirm equipment, materials and services are available to meet packaging requirements 1.2 Identify and confirm cleaning requirements and equipment status 1.3 Select and fit personal protective equipment according to job

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 1.4 Enter processing/operating parameters and select or adjust machine settings according to workplace procedures 1.5 Load or position product and/or packaging components and consumables according to workplace procedures 1.6 Conduct pre-start checks, adjust equipment performance and confirm equipment is ready and safe to operate
2. Operate and monitor the packaging system	2.1 Start up and operate and monitor the system and equipment for variation in operating conditions 2.2 Identify and report non-conformances according to workplace procedures 2.3 Maintain the work area and report maintenance requirements 2.4 Conduct work according to workplace environmental standards
3. Hand over packaging system operation	3.1 Maintain workplace records according to workplace procedures 3.2 Conduct handover procedures 3.3 Confirm process operators are properly informed of system and related equipment status at completion of handover
4. Shut down the packaging system	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the system 4.3 Identify and report maintenance requirements according to workplace procedures
5. Contribute to continuous improvement of the system	5.1 Review system performance against output plan/targets 5.2 Identify and investigate opportunities for system improvement 5.3 Develop and implement proposals for improvement within workplace planning arrangements, authority levels and according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR3006 Operate interrelated processes in a packaging system	FDFOP3004A Operate interrelated processes in a packaging system	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR3006 Operate interrelated processes in a packaging system

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively operated interrelated processes in a packaging system on at least two separate occasions, including:

- setting and/or adjusting equipment to meet packaging requirements
- inspecting equipment condition to identify any signs of wear
- confirming selection of appropriate settings and/or related parameters
- ensuring that isolation or lock outs are cancelled
- confirming that equipment is clean and correctly configured for packaging requirements, positioning sensors and controls correctly
- ensuring any scheduled maintenance has been carried out
- confirming that all safety guards are in place and operational loading and/or positioning product, packaging components and consumables.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the packaging system, including:
  - the process flow and the interrelationships of each previous processes that can affect packaging outcomes, packaging technology, and packaging equipment components
- basic operating principles of equipment and related accessories used by the system, including:
  - equipment adjustment points, status and purpose of guards, and range and location/alignment requirements of sensors and related feedback instruments
- operating capacities of equipment used in the system, including different types of equipment and/or components by processing/packaging operations

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- related systems and responsibilities for interaction, including related production and further packaging/storage stages, services supply, maintenance, laboratory/quality assurance and planning and scheduling
- technical knowledge of product/packaging characteristics and the main factors that impact on shelf-life
- typical packaging related problems, including equipment faults, common causes and warning signs, incorrect or poor supply of materials and finished product, incorrect settings and poor operator control
- relevant procedures, specifications and operating parameters for the system and the individual processes
- isolation, lock out and tag out procedures and responsibilities
- hazards, risks, controls and methods for monitoring processes within the system, including health and safety, food safety, quality and environmental hazards and risks in the workplace
- workplace system and approach to equipment maintenance
- process improvement procedures and related consultative arrangements
- troubleshooting procedures and problem-solving techniques
- communication responsibilities to inform related work areas/support functions and other shifts of operational status and production issues
- procedures and responsibility for reporting production and performance information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - personal protective equipment
  - production schedule and related advice on system requirements
  - packaging system equipment and related accessories and services
  - product, packaging components and consumables by the process
  - communication and recording systems and procedures
- specifications:
  - information on equipment capacity and operating parameters.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR4001 Apply principles of statistical process control

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to collect statistical information and interpret data in order to inform work processes.

This unit applies to individuals who are required to collect, interpret and record data to inform work. This typically includes plotting data on run charts and statistical process control (SPC) charts; and identifying trends and variations according to given limits.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Collect statistical information	1.1 Identify data collection requirements and confirm with supervisor 1.2 Gather data using available collection equipment 1.3 Accurately record data to meet data collection requirements
2. Interpret data	2.1 Analyse data to identify variations and trends 2.2 Carry out calculations to determine unknown values

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	2.3 Determine corrective action requirements based on data 2.4 Document and store data according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Use statistical analysis techniques to calculate, compare and manipulate data
Writing	• Record data and present information in required format
Get the work done	• Make decisions based on analysis of available data • Use manual and computer-based methods to interpret data and identify trends

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR4001 Apply principles of statistical process control	FDFOP2015A Apply principles of statistical process control	Updated to meet Standards for Training Packages Unit code updated to reflect AQF level Minor changes to Performance Criteria to clarify intent.	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Prerequisite removed.	

Links

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Assessment Requirements for FBPOPR4001 Apply principles of statistical process control

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has applied the principles of statistical process control to at least two different sets of data, including:

- identifying data needed for collection
- gathering and accurately recording required data
- applying statistical analysis techniques and identifying variations, trends and any necessary corrective actions
- presenting a range of statistical data in appropriate workplace format.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- data sampling methods, including the nature of the sample on which data is based, and the reasons for different sampling requirements that may apply in a given situation
- concept of variation, including the difference between common and special causes of variation, and consequent options for reducing variation and remaining within a given range
- the purpose and process of establishing targets and limits
- the concept of standard distribution/standard deviation
- methods used to interpret statistical data, including methods to determine the average, median and mean, and what these measures indicate
- a variety of calculations to determine unknown values
- using binomial theorem
- using variability and probability to estimate and interpret outcomes in both numerical and qualitative terms

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- situations in which corrective action is required.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - statistical process control data
  - related data collection and analysis systems
  - calculator.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPPL2001 Participate in work teams and groups

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to work effectively with others in structured teams and informal work groups to complete work activities.

This unit applies to individuals who work under general supervision and whose role includes identifying and providing solutions to a limited range of predictable problems.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

People, Planning and Logistics (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify team objectives	1.1 Identify and agree team tasks, responsibilities and performance measures 1.2 Discuss and agree tasks required to achieve goals and performance standards with the team
2. Participate in planning work activity	2.1 Negotiate personal work tasks and roles to ensure team goals and performance standards are met 2.2 Provide information to contribute to planning work group

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	activities 2.3 Assess personal skills to identify match with team skill needs 2.4 Plan personal workload to meet team goals and performance standards
3. Complete work tasks to meet team requirements	3.1 Undertake work to achieve team goals and performance standards 3.2 Ensure communication between team members and with other work areas is appropriate and timely 3.3 Make timely requests for assistance as required to meet team goals and performance standards 3.4 Provide assistance to other team members to achieve team goals and performance standards

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Uses clear language, concepts, tone and pace appropriate for the audience and purpose • Responds to clear requests and contributes to workgroup discussions, when asking and responding to relevant questions as appropriate
Get the work done	• Plans and implements routine tasks and workload making limited decisions on sequencing, timing and collaboration, and seeks assistance in setting priorities

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL2001	FDFPPL2001A	Updated to meet	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
Participate in work teams and groups	Participate in work teams and groups	Standards for Training Packages Minor changes to Performance Criteria to clarify intent	

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPPL2001 Participate in work teams and groups

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has effectively participated in work teams or groups of at least three people, on a minimum of two different occasions, including:

- actively participating in discussion about identifying team goals and expectations
- planning work to maximise outcomes for team
- applying communication skills to engage with other participants
- participating in and supporting the achievement of team goals.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- how to plan work to maximise outcomes for team
- appropriate communication skills to engage with other participants
- procedures for establishing team goals and performance standards
- methods used to measure achievement of personal and team goals
- team goals and personal role to achieving work outcomes
- common group communication processes, including:
  - basic negotiation skills
  - conflict resolution
  - giving and receiving feedback
- importance of team goals and expectations and personal role within the team
- oral communication skills and language, including:
  - questioning
  - active listening

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    - asking for clarification
    - seeking advice from supervisor
- working in a culturally diverse workforce.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
    - workplace arrangements for establishing company, workplace and team goals
- relationships:
    - opportunities to participate in team processes.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPPL3001 Support and mentor individuals and groups

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to model appropriate work practices, provide feedback to groups and individuals, and facilitate group processes.

This unit applies to individuals who work under broad direction and take responsibility for their own work and may have some formal responsibility for managing others. This includes working in a range of known contexts and completing routine activities.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

People, Planning and Logistics (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Support others in the work area	1.1 Mentor individuals to meet work requirements according to workplace procedures 1.2 Compare individual work performance against expected workplace standards 1.3 Ensure performance is monitored and appropriate action is taken

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	according to workplace procedures 1.4 Provide feedback to individual on performance according to workplace procedures
2. Facilitate group processes	2.1 Determine purpose of group process and plan group involvement 2.2 Gather information and develop a proposed process outcome through discussions with the group 2.3 Engage the members of the group to ensure decisions are made and agreed according to workplace procedures 2.4 Record the agreed outcomes and implement process in a timely manner

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	• Accurately records and completes organisational documents using clear language and correct spelling, grammar and terminology
Oral communication	• Effectively participates in verbal exchanges using collaborative and inclusive techniques, including active listening and questioning, and reading of verbal and non-verbal signals to convey and clarify information
Interact with others	• Uses a range of strategies to establish a sense of connection and build rapport with co-workers • Cooperates with others and contributes to the improvement of work practices
Get the work done	• Contributes to continuous improvement of current work practices by applying basic principles of analysis • Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes • Addresses less predictable problems and initiates standard procedures in response, applying problem-solving processes in determining solutions • Accepts responsibility and ownership for the task and makes

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Skill	Description
	decisions on completion parameters and the need for coordination with others

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL3001 Support and mentor individuals and groups	FDFPPL3003A Support and mentor individuals and groups	Updated to meet Standards for Training Packages Minor changes to Performance Criteria for clarity	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPPL3001 Support and mentor individuals and groups

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has supported and mentored one individual on at least one occasion and a group on at least one other occasion, including:

- modelling behaviour and performance consistent with company policy and procedures
- supporting others in their behaviour and performance
- providing feedback on performance and taking appropriate action
- planning and organising group activities to engage participation
- determining, recording and implementing clear group process outcomes.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- company policies and procedures as they apply to the work area
- regulations and legislative requirements, including:
  - sexual discrimination
  - harassment and bullying
  - equal employment opportunity
  - anti-discrimination
  - racial vilification
  - work health and safety
  - food safety
  - environmental management
- industry awards and workplace agreements to develop an awareness of the main issues covered as they affect day-to-day work arrangements

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- techniques for structuring and explaining work-related information to meet the needs of people in the work area
- interpersonal skills, including appropriate questioning, listening and feedback techniques
- workplace arrangements for training/assessment and related responsibilities
- boundaries of responsibility and related procedures for feedback, counselling and disciplinary procedures
- formal arrangements and responsibilities for consulting others relating to work role
- meeting procedures and recording requirements as relevant in the workplace
- basic group process facilitation procedures, including:
  - planning group processes
  - identifying the purpose
  - confirming the appropriate attendance
  - decision making
  - documenting basic group processes
- communications skills relevant to working with individuals and groups.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - systems and programs in the workplace to support development and mentoring of others
  - relevant resources to support mentoring role and responsibilities
- specifications:
  - regulatory, licensing, and legislative requirements
  - industrial awards and agreements
  - workplace policies, codes of practice and procedures
  - workplace systems and procedures for consultation, feedback, counselling and discipline
  - information systems, including recording and retrieval systems
- relationships (internal and/or external):
  - opportunities to interact with others using typical workplace communication processes.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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FBPPPL3002 Establish compliance requirements for work area

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to establish compliance requirements that apply to work operations in a production environment where the experienced operator or supervisor is responsible for ensuring compliance requirements are identified for work operations in their area of responsibility.

This unit applies to individuals who would typically work under direction and is required to operate within established compliance procedures in relations to health and safety, food safety, feed safety or environmental management.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

People, Planning and Logistics (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify compliance requirements	1.1 Review existing operating procedures and specifications to identify compliance requirements 1.2 Make enquiries within the workplace to identify compliance requirements according to workplace procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Access information from external organisations and regulatory authorities to determine compliance requirements 1.4 Assess the purpose and scope of compliance requirement and impact on work to be performed
2. Establish compliance arrangements in work area	2.1 Confirm and communicate compliance requirements to other staff in work area according to workplace procedures 2.2 Source briefings, training and other support from internal and external support staff to ensure compliance is understood 2.3 Identify procedures for achieving and monitoring compliance in own work area 2.4 Identify procedures to be followed for non-compliance events

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Reads and interprets procedures, specifications and other documentation from a variety of sources and consolidates information to determine requirements
Writing	• Accurately records and completes organisational documents using clear language and correct spelling, grammar and terminology
Oral communication	• Effectively participates in verbal exchanges using collaborative and inclusive techniques, including active listening and questioning, and reading of verbal and non-verbal signals to convey and clarify information
Navigate the world of work	• Ensures an up-to-date understanding of legislative requirements
Get the work done	• Contributes to continuous improvement of current work practices by applying basic principles of analysis • Takes responsibility for planning, sequencing, and prioritising tasks and workload for efficiency and effective outcomes • Addresses problems and initiates standard procedures in response,

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Skill	Description
	applying problem-solving processes to determine effective solutions • Accepts responsibility and ownership for the task and makes decisions on completion parameters and the need for coordination with others

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL3002 Establish compliance requirements for work area	FDFPPL3006A Establish compliance requirements for work area	Updated to meet Standards for Training Packages Minor changes to Performance Criteria for clarity	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPPL3002 Establish compliance requirements for work area

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has established compliance requirements for work areas on at least one occasion, including:

- investigating and identifying compliance requirements and procedures for own work area
- assessing workplace procedures against compliance requirements to determine gaps
- sourcing information and training to assist in establishing an effective compliance framework in work area
- determining the work procedures required to follow, observe and respond to compliance issues.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- operating procedures, specifications and other workplace information
- information required for compliance for own work area
- communication skills to obtain and share information
- requirements for establishing and monitoring procedures
- documenting compliance outcomes
- effect of work procedures on compliance factors in the work area
- purpose and intent of compliance in the workplace
- compliance policies and requirements relevant to own work area, including:
  - work health and safety
  - food safety
  - feed safety
  - environmental management
- data assessment methods relevant to monitoring compliance of own work area

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- internal and external support personnel as sources for compliance requirements
- procedures to follow for non-compliance events
- consequences of non-compliance in the workplace.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - information systems and data collection technology
  - workplace/personnel access to collect data and observe compliance
- specifications:
  - workplace program documentation
  - compliance procedures and standards as applied in the workplace
  - relevant legislation, industry standards and codes of practice.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPPL3003 Participate in improvement processes

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to participate in performance improvement processes that involve systematic analysis of performance to identify and propose opportunities for improvement.

The unit applies to individuals who work under broad direction and have scope to investigate and participate in improvement processes, where structured analysis and investigation is required.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

People, Planning and Logistics (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify opportunities for improvement	1.1 Identify barriers to good practice or optimal performance 1.2 Define scope of issue or problem to be addressed
2. Identify information requirements	2.1 Identify data required to investigate improvement opportunity 2.2 Select appropriate data collection methods

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	2.3 Identify additional resources available to support investigation
3. Analyse the issue or problem	3.1 Select and apply techniques required to investigate nature of issue or problem 3.2 Assess the detail of the issue or problem 3.3 Identify and appraise possible causes 3.4 Determine and assess options for improvement
4. Recommend options for improvement	4.1 Consolidate and clarify preferred options 4.2 Present recommendations in formats appropriate to the issue and the audience 4.3 Ensure recommendations are consistent with data collected and analyses
5. Participate in implementing improvement proposals	5.1 Support improvement trials 5.2 Evaluate and refine improvement proposals against organisational objectives 5.3 Contribute to the development of new operating procedures or processes 5.4 Implement and communicate operating procedures or processes to reflect improved practices 5.5 Monitor improvement in performance

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Use clear language and concepts, and tone and pace, appropriate for the audience and purpose when discussing and communicating improvements
Get the work done	• Respond to predictable routine problems and implement standard or logical solutions

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL3003 Participate in improvement processes	FDFPPL3001A Participate in improvement processes	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPPL3003 Participate in improvement processes

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has actively participated in processes to improve work outcomes on at least two different occasions, including:

- planning investigation and data collection methods
- developing objectives and parameters for investigation
- collecting and analysing data and evidence to test ideas
- presenting improvement plans with evidence to support rationale
- implementing and monitoring improvement processes
- ensuring improvement plans reflect overall organisational objectives.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- objectives to be addressed by improvement proposals, including quality, work health and safety, environmental management, cost, efficiency and job satisfaction
- the context in which improvement occurs, including capital expenditure and labour budgets, equipment capacity and production targets
- workplace improvement processes
- data collection and analysis techniques appropriate to the nature of the improvement opportunity and the workplace
- communication techniques to support data collection, consultation and teamwork required to participate in improvement processes
- problem solving strategies
- resources required to support investigation, including:
  - internal and external resources

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    - negotiating access to resources
    - identifying expertise
    - recognising improvement requirements in team members
- the importance of providing and gaining feedback
- issues that may occur in a culturally diverse workforce.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
    - information storage and retrieval systems
- specifications:
    - relevant technical information and personnel resources
    - relevant workplace documentation
- relationships (internal and/or external):
    - opportunities to interact with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPPL3004 Lead work teams and groups

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to plan to achieve work requirements, secure resources and monitor the outputs of a work team or group.

The unit applies to individuals who have responsibility for overseeing a team or group in a leadership role.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

People, Planning and Logistics (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Negotiate and communicate team objectives	1.1 Discuss and agree on goals, tasks and responsibilities with team 1.2 Discuss and agree on performance, standards and measures expected of team
2. Plan the work activity	2.1 Assign individual roles and responsibilities of team members according to workplace procedures 2.2 Allocate work roles taking into account team goals and skills, and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	expertise of each team member 2.3 Identify and secure resources required to achieve work outcomes according to workplace procedures 2.4 Identify and address development needs of team members
3. Monitor team work to achieve required outcomes	3.1 Monitor work progress against timelines and performance measures 3.2 Keep team members informed of progress towards achieving team performance indicators 3.3 Identify potential barriers to achieving team goals and take corrective action 3.4 Identify, investigate and report team performance variances 3.5 Encourage team members to actively contribute to team growth and development 3.6 Follow workplace information systems and procedures to record and report on team performance

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	• Accurately record and complete organisational document using clear language and correct spelling, grammar and terminology
Oral communication	• Clearly explain information using language, tone and pace appropriate to audience
Navigate the world of work	• Contribute to continuous improvement of current work practices by applying basic principles of analysis

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL3004 Lead work teams and groups	FDFPPL3004A Lead work teams and groups	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPPL3004 Lead work teams and groups

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has effectively led a work team work team or group, of at least three workers, on at least one occasion, including:

- ensuring all team members understand and agree to team goals and expectations and their personal responsibilities
- planning a team activity to take into account team goals, timelines, individual capabilities and resources
- monitoring outcomes against timelines and communicating progress with team members
- applying effective interpersonal communication skills to engage and support team members
- supporting positive outcomes for the individuals and team.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- facilitation techniques and communication skills to support the active engagement and participation of team members in team processes, including:
  - representation or avocation for the team members or work group
  - individuals with cultural and diverse backgrounds
  - negotiation skills
  - giving and receiving feedback
  - basic performance management
- work procedures relevant to team tasks and related workplace health and safety, food safety, quality and environmental management issues, hazards and control measures
- workplace planning and performance measurement systems and processes

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- methods used to measure achievement of individual and team goals
- resource allocation systems used in the workplace as appropriate to secure relevant resources required by the team or group
- methods used to assess team members capabilities, skills and knowledge for the allocation of work
- competency requirements of work functions, including special work conditions covered by licensing or certification
- duty of care when allocating work roles and responsibilities
- workplace competency identification and training arrangements
- the structure and development of work teams
- workplace recording and reporting system and responsibilities.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - sample resource management and allocation systems
- relationships:
  - opportunities to work with a team.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPPL3005 Participate in an audit process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required for individuals to participate in auditing, where it occurs in an area that the person is not directly responsible for and where they are required to follow a formal, structured process. It is designed to support participation in auditing a range of programs designed to identify hazards, assess risk and implement control measures.

At this level, the person would typically work under direction and may be required to operate within established audit procedures. Participation implies that the person can participate in all stages of an audit but is not responsible for negotiating audit scope, allocating audit tasks to others or reporting on audit outcomes.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

People, Planning and Logistics (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Participate in planning	1.1 Establish roles and responsibilities for participating in audit

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
an audit	1.2 Determine the purpose and scope of the audit 1.3 Identify and locate information and resources required for audit
2. Participate in conducting an audit	2.1 Collect information that is adequate, representative and meets audit requirements 2.2 Analyse information to assess adequacy of performance against program 2.3 Review program records to compare with the audit compliance requirements 2.4 Observe compliance with the program in the workplace 2.5 Identify areas requiring corrective action
3. Follow up audit outcomes and prepare action plans	3.1 Assess audit outcomes that present a risk to the program objectives 3.2 Develop a corrective action plan to address the audit outcomes 3.3 Prepare adjustments to work activities to address action plan 3.4 Communicate the results of the audit and required adjustments to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Reading	• Read, interpret and consolidate information from briefing notes and other data, and compare against defined criteria and requirements
Writing	• Accurately record and complete organisational documents using clear language and correct spelling, grammar and terminology
Oral communication	• Clearly explain detailed information using language, tone and pace appropriate to audience
Get the work done	• Contribute to continuous improvement of current work practices by applying basic principles of analysis

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL3005 Participate in an audit process	FDFPPL3005A Participate in an audit process	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarity intent Prerequisites removed	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPPL3005 Participate in an audit process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has participated in an audit process on at least one occasion, including:

- collecting, assessing and providing information as required by the audit process
- acting on risk identified in the audit process
- following up on audit outcomes by developing action plans
- communicating outcomes to work personnel.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- requirements and procedures for participating in an audit
- the purpose and scope of an audit, including the stages involved in the audit process
- roles and responsibilities of individuals involved in an audit process
- types of information required for a range of audit situations, including:
  - health and safety in the workplace
  - quality
  - environmental
- techniques for collecting information, including options, relevance and strengths and weaknesses of each method to ensure data is adequate and representative
- data analysis methods relevant to the audit process
- communication skills and techniques appropriate to the workplace to inform other personnel of audit outcomes and modified work practices
- technical knowledge relevant to the program being audited in order to:

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  - verify compliance
  - assess adequacy of control measures
  - relevance to industry standards
- purpose and responsibilities for maintaining records
- process to transition audit deficiencies into corrective action plans.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace to collect data and observe compliance
- resources, equipment and materials:
  - workplace program documentation
  - information systems and data collection technology
- specifications:
  - audit procedures and standards as applied in the workplace
  - relevant legislation, industry standards and codes of practice.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPPL3006 Report on workplace performance

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to collate and maintain workplace records to enable the monitoring and reporting of workplace performance.

The unit applies to individuals who work as team leaders with responsibility for monitoring and reporting on performance of a work area or section. This includes working in a range of known contexts and completing routine activities.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

People, Planning and Logistics (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish recording and reporting requirements	1.1 Identify the purpose of recording performance-related information 1.2 Confirm recording and reporting responsibilities with supervisor 1.3 Identify recording and reporting systems and formats
2. Maintain workplace information	2.1 Ensure records are complete, timely and accurate 2.2 Record performance information in required format to meet

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	workplace reporting requirements 2.3 Identify and correct or notify errors or discrepancies in recording to appropriate personnel 2.4 Identify, investigate and report variances according to workplace procedure 2.5 Assess, prioritise and address requests for information to meet required timelines
3. Maintain security of workplace information	3.1 Confirm levels of access and authority according to workplace security requirements 3.2 Maintain security of workplace records and reports in accordance with security access level 3.3 Identify and report security breaches to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	• Accurately record and complete organisational documentation using clear language, correct spelling, grammar and terminology
Oral communication	• Effectively participate in verbal exchanges using collaborative and inclusive techniques including active listening and questioning, and reading of verbal and non-verbal signals to convey and clarify information
Get the work done	• Understand roles and responsibilities for tasks and make basic decisions on work completion parameters

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL3006 Report on workplace performance	FDFPPL3002A Report on workplace performance	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPPL3006 Report on workplace performance

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has reported on workplace performance on at least one occasion, including:

- confirming the reporting and recording systems and procedures for a specific work area
- recording information on work performance in accordance with reporting procedures
- reporting variances and inconsistencies
- maintaining security of work documentation.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the purpose and responsibilities for the information records and reports to be maintained or produced, including accuracy levels and timelines
- types of information to be recorded, including but not limited to:
  - timesheets
  - log sheets
  - recipes/specifications
  - operating procedures
  - production statistics
  - downtime
  - labour
  - materials usage levels
- techniques used to collate and assess information, including typical recording outcomes to identify unusual or incorrectly recorded information

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- likely causes of variation and related reporting responsibilities
- information system access levels and codes, such as levels within software
- effective communication strategies relevant to reporting role
- relevant regulatory and licensing, legislative requirements, industrial awards and agreements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - performance data
  - recording/reporting formats and systems
- specifications:
  - workplace policies, codes of practice and procedures
  - relevant information on licensing, legislation and industrial awards and agreements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPSUG2022 Operate a waste water treatment system

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to operate waste water treatment systems to comply with workplace requirements, trade waste agreements and site environmental authority.

The unit applies to individuals who work under supervision in the sugar milling industry.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sugar milling (SUG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the waste water treatment process for operation	1.1 Confirm chemicals and test equipment are ready for use 1.2 Confirm services are available and ready for operation 1.3 Select, fit and use personal protective equipment according to workplace safety procedures

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Conduct pre-operational checks according to operating procedures 1.5 Calibrate instrumentation and test equipment according to operating specifications 1.6 Identify and report health and safety hazards and maintenance requirements according to workplace safety procedures
2. Operate and monitor the waste water treatment process	2.1 Start the waste water treatment system according to operating procedures 2.2 Confirm operating condition is maintained within operating requirements 2.3 Monitor, test and adjust waste water quality according to operating procedures 2.4 Operate first flush systems during rainfall events 2.5 Ensure the work area is maintained to workplace cleaning standards
3. Analyse and respond to abnormal performance	3.1 Analyse water condition and plant operating conditions according to workplace procedures and manufacturer's guidelines 3.2 Take corrective action in response to hazards, out-of-specification test results and/or plant performance 3.3 Implement emergency procedures according to workplace safety procedures
4. Hand over waste water treatment system	4.1 Maintain workplace records according to workplace procedures 4.2 Carry out handover according to workplace procedures 4.3 Ensure operators are aware of system status and related equipment at completion of handover
5. Shut down the waste water treatment system	5.1 Safely shut down the system according to operating procedures 5.2 Prepare the system for storage in shutdown mode according to operating procedures 5.3 Identify and report operational maintenance requirements according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret information in workplace documentation
Numeracy	• Interpret production and process control indicators and data
Navigate the world of work	• Apply workplace procedures relevant to own role
Interact with others	• Apply workplace communication practices to report issues or provide information
Get the work done	• Access and interpret waste water treatment system process control panels and system • Make routine decisions to correct abnormal performance of waste water treatment system

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPSUG2022 Operate a waste water treatment system	FDFSUG222A Operate a waste water treatment system	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPSUG2022 Operate a waste water treatment system

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a waste water treatment system in line with workplace contexts and demonstrated each of the following points at least once:

- conducted pre-start checks of equipment and services
- selected, fitted and used required personal protective equipment (PPE)
- operated, monitored and adjusted waste water treatment system according to operating procedures
- maintained work area to meet cleaning standards
- handled chemicals safely
- reported health and safety risks and maintenance requirements
- performed shutdown procedures
- conducted shift handover procedure
- taken corrective action in response to typical operating faults, out-of-specification results or non-compliance
- recorded waste water treatment information
- followed waste water system operating procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- equipment purpose and operating principles of waste water treatment equipment and methods
- water cycles for trade waste, storm water and sewerage, including sources and flow patterns
- purpose of chemicals used in waste water treatment systems
- purpose of first flush systems and their relationship with the waste water treatment system

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- typical causes of non-conforming water quality, and corrective action required
- key health and safety requirements for operating waste water treatment systems:
  - hazards related to waste water system operation, and associated control measures
  - correct use of PPE
  - lock-out, tag-out and isolation procedures
- procedures for operational and long-term shutdown
- environmental issues and controls for operating waste water treatment systems:
  - company policy relating to environmental performance
  - waste characteristics and treatment methods
  - waste handling requirements and procedures
- procedures and responsibility for reporting problems for operating waste water treatment systems
- recording requirements and procedures for operating waste water treatment systems.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a sugar milling workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - PPE
  - waste water treatment system and related chemicals
  - water testing equipment
  - workplace information recording system
- specifications:
  - operating procedures and related advice on equipment operation
  - water quality sampling and test procedures
  - workplace cleaning standards and procedures
  - workplace information requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPTEC3001 Apply raw materials, ingredient and process knowledge to production problems

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to apply an understanding of ingredients and processes to solve problems that typically occur during the preparation, processing or packaging of products.

The unit applies to operators who work under broad supervision and are responsible for the efficient operation of production equipment and processes, and are required to problem-solve issues relating to non-conforming raw materials, ingredients and processes.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and respond to non-conforming ingredients or raw	1.1 Identify raw materials and ingredients that do not conform with quality standards 1.2 Identify and report non-conformance in raw materials and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
materials	ingredients, in line with workplace requirements 1.3 Investigate and report causes of non-conformance 1.4 Determine and implement corrective action 1.5 Take action to prevent recurrence of non-conformance 1.6 Report action in accordance with workplace reporting requirements
2. Identify and respond to non-conforming products and processes	2.1 Monitor processing parameters, stages and changes 2.2 Identify non-conformance during processing, handling and/or storage, and take corrective action 2.3 Investigate and report causes of non-conformance relating to processing, handling or storage 2.4 Determine and implement corrective actions 2.5 Take action to prevent recurrence of non-conformance 2.6 Report action in accordance with workplace reporting requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Reading	• Analyse and consolidate information and data from a range of sources
Numeracy	• Analyse data to check, interpret and confirm production requirements for ingredients and process parameters
Get the work done	• Take responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes • Address problems and initiate standard procedures in response, applying problem-solving processes in determining solutions

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC3001 Apply raw materials, ingredient and process knowledge to production problems	FDFTEC3003A Apply raw materials, ingredient and process knowledge to production problems	Updated to meet Standards for Training Packages Minor changes to Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC3001 Apply raw materials, ingredient and process knowledge to production problems

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has effectively applied knowledge of raw materials, ingredient and process knowledge on at least one occasion, including:

- recognising quality characteristics of raw materials and ingredients in one production process
- identifying non-conforming raw materials and ingredients, and reasons why they exist in the production process
- identifying non-conformance as a result of processing and storage
- determining and undertaking corrective action for non-conformances
- completing workplace documentation and reporting non-conformances.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the composition and function of each main raw material and ingredient used, including an awareness of ingredient grades or types
- common causes of contamination and unacceptable quality in raw materials and ingredients
- methods used to confirm quality standard
- the effects of variation in raw materials and ingredients on processing stages and final product outcomes, including:
  - factors likely to cause variation
  - scope to adjust or correct for variation at each processing stage
- appropriate handling and storage requirements for raw materials, ingredients and final products, and the effects of poor storage conditions

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- changes and reactions that occur through processing stages, including the signs and symptoms of poor and unacceptable processing or equipment operation
- factors affecting the shelf-life of products
- the interrelationships between processing stages and the effect of variations in processing parameters on process outcomes and on final products, including:
  - factors likely to cause variations
  - scope to adjust or correct for variations at subsequent process stages
- procedures for identifying and isolating non-conforming products
- troubleshooting information and techniques
- procedures and related documentation required to amend or to introduce a new method or procedure
- reporting requirements and responsibilities
- test methods for confirming quality characteristics.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - ingredients and raw materials
  - final product, and related processing equipment and stores areas
- specifications:
  - ingredient/raw materials specifications
  - troubleshooting procedures relevant to workplace processes
  - sampling and test equipment and procedures as required.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPTEC3002 Implement the pest prevention program

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to implement an existing pest prevention program in a food processing environment.

The unit applies to individuals who typically have responsibility for inspecting food products and implementing control procedures while working under broad direction and take responsibility for their own work, with limited responsibility for the work of others.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Monitor the effectiveness of pest prevention measures	1.1 Interpret requirements of the pest prevention program 1.2 Identify and fit personal protective equipment according to job requirements 1.3 Identify hygiene standards to meet health and safety and workplace requirements 1.4 Conduct inspections to identify signs of pest infestation and record

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	results according to workplace procedures 1.5 Analyse results and report on signs of pest infestation according to workplace procedures
2. Implement pest elimination procedures	2.1 Select control measures suited to infestation according to pest prevention program 2.2 Implement procedures for eliminating pests according to health and safety requirements in the workplace 2.3 Maintain records according to workplace procedures 2.4 Collect, treat and dispose of waste according to workplace procedures
3. Review pest control program	3.1 Monitor pest infestation to confirm effectiveness of treatment method 3.2 Modify pest treatment method according to workplace procedures 3.3 Report changes to treatment program to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Writing	• Accurately record information and documentation relevant to pest prevention
Numeracy	• Complete calculations appropriate for measuring, mixing and applying pest prevention materials according to procedures
Get the work done	• Make routine decisions and implement standard pest prevention procedures

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC3002 Implement the pest prevention program	FDFTEC3002A Implement the pest prevention program	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC3002 Implement the pest prevention program

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has implemented a pest prevention program to effectively control pests in two different areas, including:

- conducting pest inspections
- identifying pest infestations and selecting suitable control measures
- implementing pest control measures in accordance with workplace procedures
- monitoring effectiveness of control measures
- assessing pest control methods and contributing to improvement of pest control
- completing records according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic principles of integrated pest management including:
  - identification of pest hazards
  - establishment of pest elimination methods
  - monitoring of the effectiveness of these measures
- methods used to prevent pest invasion in the workplace
- housekeeping and cleaning standards to minimise conditions that attract pests
- food safety issues relating to the use of pesticides in a food handling area
- characteristics and behaviours of common pests in own workplace
- conditions required by common pests to survive and breed
- methods and procedures used to minimise pest resistance to elimination methods
- safety data sheets (SDS) for pesticides used in the workplace

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- legislation, codes of practice and procedures relating to the purchase, transport, storage, use and disposal of pesticides
- safe procedures for handling, using and storing pesticides
- the purpose, application and limitations of personal protective equipment (PPE).

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - access to work areas where pests are common
  - pesticide labels and SDS
  - PPE
  - pest control equipment
- specifications:
  - pest prevention program.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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HLTAID003 Provide first aid

Modification History

Release	Comments
Release 6	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 5	Updated mapping information. Changes to assessment requirements. Equivalent outcome.
Release 4	Updated mapping information. Equivalent outcome.
Release 3	Updated mapping information.
Release 2	Minor corrections to formatting to improve readability. Equivalent competency outcome.
Release 1	This version was released in *HLT Health Training Package release 1.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to elements and performance criteria, changes to scope of unit. New evidence requirements for assessment. Removal of prerequisite unit.

Application

This unit describes the skills and knowledge required to provide a first aid response to a casualty. The unit applies to all workers who may be required to provide a first aid response in a range of situations, including community and workplace settings.

Specific licensing /regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes.	*Performance criteria specify the level of performance needed to demonstrate achievement of the element.*
1. Respond to an emergency situation	1.1 Recognise an emergency situation 1.2 Identify, assess and manage immediate hazards to health and safety of self and others 1.3 Assess the casualty and recognise the need for first aid response 1.4 Assess the situation and seek assistance from emergency response services
2. Apply appropriate first aid procedures	2.1 Perform cardiopulmonary resuscitation (CPR) in accordance with Australian Resuscitation Council (ARC) guidelines 2.2 Provide first aid in accordance with established first aid principles 2.3 Display respectful behaviour towards casualty 2.4 Obtain consent from casualty where possible 2.5 Use available resources and equipment to make the casualty as comfortable as possible 2.6 Operate first aid equipment according to manufacturer’s instructions 2.7 Monitor the casualty’s condition and respond in accordance with first aid principles
3. Communicate details of the incident	3.1 Accurately convey incident details to emergency response services 3.2 Report details of incident to workplace supervisor as appropriate 3.3 Maintain confidentiality of records and information in line with statutory and/or organisational policies

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ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes.	*Performance criteria specify the level of performance needed to demonstrate achievement of the element.*
4. Evaluate the incident and own performance	4.1 Recognise the possible psychological impacts on self and other rescuers involved in critical incidents 4.2 Participate in debriefing to address individual needs

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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Assessment Requirements for HLTAID003 Provide first aid

Modification History

Release	Comments
Release 6	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 5	Updated mapping information. Changes to assessment requirements. Equivalent outcome.
Release 4	Updated mapping information. Equivalent outcome.
Release 3	Updated mapping information.
Release 2	Minor corrections to formatting to improve readability. Equivalent competency outcome.
Release 1	This version was released in *HLT Health Training Package release 1.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to elements and performance criteria, changes to scope of unit. New evidence requirements for assessment. Removal of prerequisite unit.

Performance Evidence

e candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

There must be evidence that the candidate has completed the following tasks in line with state/territory regulations, first aid codes of practice, Australian Resuscitation Council (ARC) guidelines and workplace procedures:

- Followed DRSABCD in line with ARC guidelines, including:

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  - performed at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
  - performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
  - responded appropriately in the event of regurgitation or vomiting
  - managed the unconscious breathing casualty
  - followed single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions
  - followed the prompts of an Automated External Defibrillator (AED)
- Responded to at least two simulated first aid scenarios contextualised to the candidate's workplace/community setting, including:
  - conducted a visual and verbal assessment of the casualty
  - demonstrated safe manual handling techniques
  - post-incident debrief and evaluation
  - provided an accurate verbal or written report of the incident
- Applied first aid procedures for the following:
  - allergic reaction
  - anaphylaxis
  - bleeding control
  - choking and airway obstruction
  - envenomation, using pressure immobilisation
  - fractures, sprains and strains, using arm slings, roller bandages or other appropriate immobilisation techniques
  - respiratory distress, including asthma
  - shock

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- State/Territory regulations, first aid codes of practice and workplace procedures including:
  - ARC Guidelines relevant to provision of CPR and first aid
  - safe work practices to minimise risks and potential hazards
  - infection control principles and procedures, including use of standard precautions
  - requirements for currency of skill and knowledge
- legal, workplace and community considerations including:
  - awareness of potential need for stress-management techniques and available support following an emergency situation
  - duty of care requirements

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  - respectful behaviour towards a casualty
  - own skills and limitations
  - consent
  - privacy and confidentiality requirements
  - importance of debriefing
- considerations when providing first aid including:
  - airway obstruction due to body position
  - appropriate duration and cessation of CPR
  - appropriate use of an AED
  - chain of survival
  - standard precautions
  - how to conduct a visual and verbal assessment of the casualty
- principles and procedures for first aid management of the following scenarios:
  - abdominal injuries
  - allergic reaction
  - anaphylaxis
  - basic care of a wound
  - bleeding control
  - burns
  - cardiac conditions, including chest pain
  - choking and airway obstruction
  - crush injuries
  - diabetes
  - dislocations
  - drowning
  - envenomation
  - environmental impact, including hypothermia, hyperthermia, dehydration and heat stroke
  - eye and ear injuries
  - fractures
  - febrile convulsions
  - head, neck and spinal injuries
  - minor skin injuries
  - needle stick injuries
  - poisoning and toxic substances
  - respiratory distress, including asthma
  - seizures, including epilepsy
  - shock
  - soft tissue injuries, including strains and, sprains
  - stroke

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  - unconsciousness
- basic anatomy and physiology relating to:
  - how to recognise a person is not breathing normally
  - chest
  - response/consciousness
  - upper airway and effect of positional change
  - considerations in provision of first aid for specified conditions

Assessment Conditions

Skills must be demonstrated working individually in an environment that provides realistic in-depth, industry-validated scenarios and simulations to assess candidates' skills and knowledge.

Assessment resources must include:

- adult and infant resuscitation manikins in line with ARC Guidelines for the purpose of assessment of CPR procedures
- adrenaline auto-injector training device
- AED training device
- placebo bronchodilator and spacer device
- roller bandages
- triangular bandages
- workplace First Aid kit
- workplace injury, trauma and/or illness record, or other appropriate workplace incident report form for written reports
- wound dressings

Simulated assessment environments must simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment.

Assessor requirements

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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HLTAID011 Provide First Aid

Modification History

Not applicable.

Application

This unit describes the skills and knowledge required to provide a first aid response to a casualty in line with first aid guidelines determined by the Australian Resuscitation Council (ARC) and other Australian national peak clinical bodies.

The unit applies to all persons who may be required to provide a first aid response in a range of situations, including community and workplace settings.

Specific licensing/regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Respond to an emergency situation.	1.1. Recognise and assess an emergency situation. 1.2. Ensure safety for self, bystanders and casualty. 1.3. Assess the casualty and recognise the need for first aid response. 1.4. Seek assistance from emergency services.
2. Apply appropriate first aid procedures.	2.1. Perform cardiopulmonary resuscitation (CPR) in accordance ARC guidelines. 2.2. Provide first aid in accordance with established first aid principles. 2.3. Display respectful behaviour towards casualty. 2.4. Obtain consent from casualty where possible. 2.5. Use available resources and equipment to make the casualty as comfortable as possible. 2.6. Operate first aid equipment according to manufacturers' instructions. 2.7. Monitor the casualty's condition and respond in accordance with first aid principles.

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3. Communicate details of the incident.	3.1. Accurately convey incident details to emergency services. 3.2. Report details of incident in line with appropriate workplace or site procedures. 3.3. Complete applicable workplace or site documentation, including incident report form. 3.4. Maintain privacy and confidentiality of information in line with statutory or organisational policies.
4. Review the incident.	4.1. Recognise the possible psychological impacts on self and other rescuers and seek help when required. 4.2. Contribute to a review of the first aid response as required.

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and not equivalent to HLTAID003 Provide first aid

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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Assessment Requirements for HLTAID011 Provide First Aid

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the workplace or community setting.

There must be evidence that the candidate has completed the following tasks in line with State/Territory regulations, first aid codes of practice, first aid guidelines determined by the Australian Resuscitation Council (ARC) and other Australian national peak clinical bodies and workplace or site procedures:

- managed, in line with ARC guidelines, the unconscious, breathing casualty including appropriate positioning to reduce the risk of airway compromise
- managed, in line with ARC guidelines, the unconscious, non-breathing adult, including:
  - performing at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
  - following the prompts of an automated external defibrillator (AED) to deliver at least one shock
  - demonstrating a rotation of single rescuer operators with minimal interruptions to compressions
  - responding appropriately in the event of regurgitation or vomiting
- managed, in line with ARC guidelines, the unconscious, non-breathing infant, including:
  - performing at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
- managed casualties, with the following:
  - anaphylaxis
  - asthma
  - non-life-threatening bleeding
  - choking
  - envenomation, using pressure immobilisation
  - fractures, dislocations, sprains and strains, using appropriate immobilisation techniques
  - minor wound cleaning and dressing
  - nosebleed
  - shock

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- responded to at least one simulated first aid incident contextualised to the candidate's workplace or community setting, where the candidate has no knowledge of the casualty's condition prior to starting treatment, including:
  - identifying the casualty's illness or injury through history, signs and symptoms
  - using personal protective equipment (PPE) as required
  - providing appropriate first aid treatment
  - conveying incident details to emergency services or advising casualty on any required post incident action
  - providing an accurate verbal and written report of the incident
  - reviewing the incident.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- guidelines and procedures including:
  - ARC guidelines relevant to the provision of first aid
  - first aid guidelines from Australian national peak clinical bodies
  - potential incident hazards and risk minimisation processes when providing first aid
  - infection control procedures, including use of standard precautions and resuscitation barrier devices
  - requirements for currency of skill and knowledge
  - first aid codes of practice
  - appropriate workplace or site procedures relevant to the provision of first aid
  - contents of first aid kits
- legal, workplace and community considerations including:
  - duty of care requirements
  - own skills and limitations
  - consent and how it relates to the conscious and unconscious casualty
  - privacy and confidentiality requirements
  - awareness of potential need for stress management techniques and available support for rescuers
- considerations when providing CPR, including:
  - upper airway and effect of positional change
  - appropriate duration and cessation of CPR
  - appropriate use of an AED
  - safety and maintenance procedures for an AED
  - chain of survival
  - how to access emergency services
- techniques for providing CPR to adults, children and infants including:
  - how to recognise that a casualty is unconscious and not breathing normally

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  - rate, ratio and depth of compressions and ventilations
  - correct hand positioning for compressions
  - basic anatomy, physiology and the differences between adults, children and infants relating to CPR
- signs, symptoms and management of the following conditions and injuries:
  - allergic reaction
  - anaphylaxis
  - asthma
  - non-life-threatening and life-threatening bleeding
  - burns
  - cardiac conditions, including chest pain
  - choking
  - diabetes
  - drowning
  - envenomation - all current treatments
  - eye injuries
  - fractures, dislocations, strains and sprains
  - head, neck and spinal injuries
  - hypothermia
  - hyperthermia
  - minor wounds
  - nose-bleed
  - poisoning
  - seizures
  - shock
  - sharps injuries
  - stroke.

Assessment Conditions

Each candidate to demonstrate skills in an environment that provides realistic in-depth, scenarios and simulations to assess candidates' skills and knowledge.

Due to the nature of this type of training, it is acceptable for the performance evidence to be collected in a simulated environment.

Compression and ventilation skills must be demonstrated on resuscitation manikins following ARC guidelines for the purpose of assessment of CPR procedures.

Assessment must ensure access to:

- adult and infant resuscitation manikins following ARC guidelines for the purpose of assessment of CPR procedures
- adrenaline auto-injector training device

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- AED training devices
- workplace first aid kit
- placebo bronchodilator and spacer device
- different types of wound dressings and bandages
- blankets and items to treat for shock
- personal protective equipment (PPE)
- workplace injury, trauma or illness record, or other applicable workplace or site incident report form.

Simulated assessment environments must simulate real-life situations where these skills and knowledge would be performed, with all the relevant equipment and resources of that workplace or community environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors and must hold this unit or demonstrate equivalent skills and knowledge to that contained within this unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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MSL904002 Perform standard calibrations

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL904001 Perform standard calibrations. Foundation skills information added. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Application

This unit of competency describes the skills and knowledge 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.

This unit applies 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.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Calibration

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare items for calibration**	1.1	Select the authorised calibration procedure in accordance with workplace procedures
		1.2	Identify hazards and use appropriate personal protective equipment (PPE), 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) where 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	Estimate and document uncertainty of measurement in accordance with workplace procedures, where required

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	3.2 Document compliance/non-compliance with test requirements and/or specifications
	3.3 Record the results of each test/calibration accurately, unambiguously and objectively
	3.4 Ensure confidentiality of workplace information in accordance with workplace procedures
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
	4.2 Report any non-compliance and verify next course of action with supervisor
	4.3 Attach calibration labels, equipment stickers, quality control tags and tamper resistant seals as required in accordance with workplace procedures
	4.4 Store test equipment/measurement standards and results in accordance with workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Numeracy skills to:
  - perform calculations to give results in appropriate accuracy, precision and units
  - use statistical analysis (means, ranges and standard deviations) and estimation of uncertainty of measurement.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Equivalent to MSL904001 Perform standard calibrations, Release 1.

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Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL904002 Perform standard calibrations

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL904001 Perform standard calibrations. Foundation skills information added. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- safely and accurately calibrated a minimum of 3 different items of test and/or measurement equipment from the following list:
  - balance
  - thermometer
  - thermocouple
  - pH meter
  - refractive index meter
  - viscosity meter
  - flow meter (including digital)
  - volumetric dispenser including auto-pipette (POVAs)
  - volumetric glass (once for life time)
  - spectrophotometer
  - incubator/oven/fridge
  - digestion block
  - biological safety cabinet
  - fume cupboard.

Calibrations must be carried out in accordance with standard calibration procedures and documented test methods.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

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- purpose of metrology and calibration, including common terminology, concepts, principles, procedures and applications
- National Association of Testing Authority's (NATA) and National Measurement Institute's (NMI) role in the measurement and testing system in Australia and registration/licensing requirements
- requirements for the competence of testing and calibration laboratories (e.g. AS ISO/IEC 17025) as they affect job role and responsibilities
- Australian and international standards and codes covering requirements for the competence of testing and calibration laboratories
- standards imposed by regulatory and licensing bodies
- statistical analysis of quality control data, mean, median, mode, ranges and standard deviations
- hierarchy and appropriate selection of reference materials and instruments
- commonly used reference materials and working standards
- test equipment relevant to job role
- workplace procedures for:
  - non-conformance/non-compliance
  - equipment operation
  - calibration
  - troubleshooting for equipment and test methods
  - recording and reporting
  - handling, transport, storage and operation of reference and working standards
  - test methods and calibration (validated and authorised)
- different fields in which calibration work is conducted
- workplace and/or legal traceability requirements
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - specialised calibration/test equipment, reference standards and laboratory facilities
  - calibration methods, procedures and equipment specifications
  - workplace quality manual and procedures.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL922001 Record and present data

Modification History

Release	Comments
Release 2	Unit codes updated in Assessment conditions. Equivalent outcome.
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 1.0.* Supersedes and is equivalent to MSL922001A Record and present data

Application

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.

This unit of competency is applicable to production operators, field assistants and laboratory assistants working in all industry sectors.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Data

Unit Sector

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.		demonstrate achievement of the element.	
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 workplace 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**	3.1	Present data accurately in tables, charts and graphs 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 workplace procedures
		4.2	Maintain workplace confidentiality standards

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance.

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Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or enterprise requirements include the latest version of one or more of:

- relevant Australian and international standards, such as the international system of units (SI) and its application
- national measurement regulations and guidelines

Data

Data includes:

- worksheets, spreadsheets or databases linked to information management systems
- results of observations, tests and measurements, or surveys
- graphs, tables and control charts
- semi quantitative observations expressed on a scale e.g. 1 to 4 or + to ++++

Work health and safety (WHS) and environmental management requirements

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time
- applying standard precautions relating to the potentially hazardous nature of samples
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSL922001A Record and present data

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL922001 Record and present data

Modification History

Release	Comments
Release 2	Unit codes updated in Assessment conditions. Equivalent outcome.
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 1.0.* Supersedes and is equivalent to MSL922001A Record and present data

Performance Evidence

Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:

- accurately coding, checking, recording and storing data in the required format
- performing simple calculations involving scientific quantities, with or without a calculator or computer software. The following must be performed:
  - decimals, fractions, ratios, proportions and percentages
  - unit conversion, multiples and submultiples
  - use of significant figures, rounding off, estimation and approximation
  - substitution of data in formulae
  - conversions between SI units
  - performing at least five (5) of the following calculations:
  - perimeters
  - angles
  - areas (m^2) and volumes (mL, L, m^3) 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/cm^2 , kg/m^2
  - concentration (e.g. g/100mL, mg/L, mg/L)
  - dilution
  - 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

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    - % 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
- preparing and interpreting straightforward tables, graphs and charts of data
- recognising obvious features and trends in data, including:
    - maximum and minimum values
    - spread of data
    - increasing/decreasing data, rate of change
    - outliers, data beyond control limits or normal range
- presenting accurate results in the required format
- maintaining the confidentiality of data in accordance with workplace and regulatory requirements.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- concepts of metrology, including:
    - that all measurements are estimates
    - repeated measurements belong to a sample of the measured parameter
    - repeatability, precision, accuracy and significant figures
- the international system of units (SI)
- scientific and technical terminology relevant to job role
- procedures for coding, entering, storing, retrieving and communicating data
- procedures for verifying data and rectifying mistakes
- procedures for maintaining and filing records, and security of data

work health and safety (WHS) and environment requirements.

Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.
- This unit of competency is to be assessed in the workplace or a simulated workplace environment, and assessment evidence must be relevant to the particular workplace context. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in either case).
- This unit may be assessed with technical units, such as:
  - MSL973013 Perform basic tests
  - MSL973014 Prepare working solutions
  - MSL973019 Perform microscopic examination
- Holistic assessment methods include:
  - 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.
- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:
  - data sets and records
  - computer and relevant software or laboratory information system
  - relevant workplace procedures.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competence and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience.
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with a laboratory about performing the competency being assessed within the last twelve months.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL924003 Process and interpret data

Modification History

Release	Comments
Release 1	This version was released in M*SL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL924001 Process and interpret data. Changes to performance criteria. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge 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.

This unit of competency applies to laboratory assistants, field/laboratory technicians and instrument operators in all industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Data

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
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 workplace procedures
		1.3	Rectify errors in data using workplace 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**	3.1	Present data in clearly labelled tables, charts and graphs
		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**	4.1	Interpret significant features of tables, charts and graphs, including gradients, intercepts, maximum and minimum values, and limit lines
		4.2	Recognise and report trends in data
5	**Keep accurate records**	5.1	Transcribe information accurately
		5.2	Verify the accuracy of records following workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Equivalent to MSL924001 Process and interpret data, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL924003 Process and interpret data

Modification History

Release	Comments
Release 1	This version was released in M*SL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL924001 Process and interpret data. Changes to performance criteria. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- processed and interpreted different data sets
- calculated scientific and statistical quantities with or without a calculator or computer software, including the following items:
  - converting units involving multiples and submultiples
  - scientific notation, significant figures, round off, estimate and approximate
  - transposing and evaluating formulae
  - fractions, decimals, proportions and percentages
  - mean
  - median
  - mode
  - standard deviation
- performed at least 5 of the following calculations:
  - perimeters and angles
  - percentage and absolute uncertainties in measurements and test results
  - areas (m^2) and volumes (mL, L, m^3) 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

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    - food properties, such as % concentration (dry), friability, bitterness, brix, free amino nitrogen, diastatic power, calorific content and yeast viability, % content of moisture, ash, fat, protein, alcohol, sulphur dioxide and trace metals, such as calcium or zinc
    - mechanical properties, such as stress, strain, moduli and force
    - presenting accurate results in the required format (significant figures, uncertainty units)
- prepared and presented data in the at least 5 of the following formats:
    - tables
    - graphs
    - line graphs
    - histograms
    - pie charts, bar charts and control charts
    - semi-quantitative observations expressed on a scale: 1 to 4 or + to ++++
- recognised and interpreted significant points, anomalies and trends in data.

Knowledge Evidence

- There must be evidence the candidate has knowledge of:
- concepts of metrology, including:
    - that all measurements are estimates
    - repeatability, precision, accuracy and significant figures
    - sources of error, and uncertainty associated with measurement steps
    - traceability
- the international system of units (SI)
- scientific and technical terminology relevant to job role
- workplace procedures for:
    - coding, entering, storing, retrieving and communicating data
    - verifying data and rectifying mistakes
    - maintaining and filing records, and maintaining security of data
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
    - data sets and records
    - a calculator
    - spreadsheets, computer software, databases and statistical packages
    - computer and relevant software or laboratory information system
    - relevant workplace procedures.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL925004 Analyse data and report results

Modification History

Release	Comments
Release 1	This version was released *in MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL925001 Analyse data and report results. Foundation skills information added. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to perform scientific calculations, analyse trends and uncertainty in data and report results within the required timeframe.

This unit of competency applies to technical officers and laboratory technicians working in all industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

MSL924003 Process and interpret data

Competency Field

Data

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
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 workplace 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 workplace procedures

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
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
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 and records in a format and style consistent with their intended use and workplace guidelines
		5.4	Communicate results within the specified time and in accordance with workplace confidentiality and security guidelines

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Oral communication skills to interact effectively with others.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Equivalent to MSL925001 Analyse data and report results, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL925004 Analyse data and report results

Modification History

Release	Comments
Release 1	This version was released *in MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL925001 Analyse data and report results. Foundation skills information added. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- calculated scientific quantities of laboratory data, including at least five 4 of the following:
  - percentage and absolute uncertainties in measurements and test results
  - pH, [H+], [OH-], buffer calculations
  - Ka, pKa, Kb, pKb and Kw
  - solubility constants Ks and pKs
  - radioactivity (half life, dose, activity and exposure)
  - optical properties (absorbance/transmittance, path length, extinction coefficient, concentration (Beers law) and detection limits)
  - electrical properties (conductivity, resistivity and dielectric constants)
  - mechanical properties (stress, strain, elastic moduli, yield strength and hardness)
  - thermal properties (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
- used and interpreted statistical analysis and significance tests of laboratory data including at least 4 of the following:
  - mean, median, mode, range, variance and standard deviation
  - measures of central tendency and dispersion
  - histograms, frequency plots, stem and leaf plots, boxplots and scatter plots
  - probability and normal probability plots

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  - Pareto diagrams, Shewhart control charts and CuSum control charts
  - regression methods for calibration, linearity checks and comparing analytical methods
  - data acceptability tests, such as Q, T and Youden
  - t-test, f-test, analysis of variance (ANOVA)
- used and interpreted graphical analysis of laboratory data including at least 3 of the following:
  - preparation and interpretation of linear, semi-log and log-log graphs
  - determination of linear, logarithmic, exponential and power relationships
  - regression lines and interpretation of correlation coefficients
  - preparation of frequency distributions for given data
  - preparation of complex control charts.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- scientific and technical terminology: variables, dispersion, central tendency, process control, process stability, normal distribution, confidence level and replication
- 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
- workplace procedures for:
  - data traceability
  - verifying data and rectifying mistakes
  - maintaining and filing records, and maintaining security of data
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - data sets and records
  - calculator
  - computer and relevant software, including spreadsheets, databases and statistical packages or laboratory information system
  - relevant workplace procedures.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL933005 Maintain the laboratory/field workplace fit for purpose

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL933001 Maintain the laboratory/field workplace fit for purpose. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to clean laboratory work surfaces, clean and store laboratory equipment and monitor laboratory stocks under direct supervision.

This unit of competency applies to laboratory assistants and instrument operators working in all industry sectors. It forms a major part of the work of laboratory assistants, who work in accordance with work instructions and standard operating procedures (SOPs) which incorporate all relevant aspects of work health and safety (WHS) legislation and the codes, guidelines, regulations and Australian Standards applying to environmental hazards and dangerous goods.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Quality

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Clean work preparation areas**	1.1	Clean preparation areas using appropriate cleaning agents and equipment according to workplace procedures
		1.2	Remove spillages using appropriate agents, personal protective equipment (PPE) and workplace procedures
		1.3	Collect and segregate wastes in accordance with workplace 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 PPE 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 waste and environmental impacts
		4.4	Dispose of waste in accordance with workplace procedures, relevant codes and regulations

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Equivalent to MSL933001 Maintain the laboratory/field workplace fit for purpose, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL933005 Maintain the laboratory/field workplace fit for purpose

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL933001 Maintain the laboratory/field workplace fit for purpose. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- appropriately cleaned laboratory work surfaces on 2 occasions
- cleaned 2 items of laboratory/field equipment
- monitored stocks of a workplace at least 2 separate occasions
- maintained a safe work environment.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- relevant hazards, work health and safety (WHS) requirements
- workplace procedures for:
  - the cleaning of work preparation areas, materials and equipment
  - minimisation and disposal of waste
  - monitoring of laboratory stocks
- typical equipment used in a laboratory
- typical materials used in a laboratory
- typical hazards and risks presented in a laboratory
- awareness of environmental sustainability issues as they relate to the work task
- legal, ethical and WHS requirements specific to the work task.

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Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - work preparation areas, stocks, materials and equipment, cleaning, decontamination and/or disinfection agents and equipment
  - personal protective equipment (PPE).

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL933008 Perform calibration checks on equipment and assist with its maintenance

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL933004 Perform calibration checks on equipment and assist with its maintenance. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to perform set-up, pre-use and in-house calibration/validation checks on laboratory equipment and assist with laboratory equipment maintenance.

This unit of competency applies to laboratory assistants working in all industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Calibration

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Perform set-up and pre-use checks of laboratory equipment**	1.1	Perform laboratory equipment set-up and pre-use checks in accordance with workplace procedures
		1.2	Perform safety checks in accordance with relevant workplace and instrumental procedures
		1.3	Identify faulty or unsafe components and equipment and report to appropriate personnel
		1.4	Complete equipment log books/records to meet workplace 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 in accordance with 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 workplace procedures
		3.3	Clean and store equipment according to workplace and/or manufacturer's specifications/procedures
		3.4	Identify and replace, repair or dispose of damaged/worn equipment
4	**Maintain records**	4.1	Record maintenance details
		4.2	Report information on unsafe or faulty equipment

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Equivalent to MSL933004 Perform calibration checks on equipment and assist with its maintenance, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL933008 Perform calibration checks on equipment and assist with its maintenance

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL933004 Perform calibration checks on equipment and assist with its maintenance. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- accurately performed set-up, pre-use and calibration checks for at least 2 different items of laboratory equipment using standard procedures
- performed appropriate cleaning and maintenance tasks for at least 2 different items of laboratory equipment.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- role and importance of regular calibration checks and maintenance of laboratory equipment
- function of key components of the laboratory equipment and details of the pre-use, calibration and safety checks and operating procedures for items of equipment used
- sources of uncertainty in laboratory equipment operation and their control
- basic equipment used for cleaning and maintaining laboratory equipment
- common sources of faults in the instruments or equipment used and details of their repair
- basic cleaning, maintenance and storage procedures for items of equipment used
- workplace procedures for recording calibration data and reporting results, communicating with service agents and suppliers and ordering stocks
- relevant hazards, work health and safety (WHS) and environmental management, and control measures
- good laboratory practice (GLP)
- legal and ethical requirements specific to the work task.

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Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - standard laboratory equipped with appropriate equipment and reference materials; cleaning, decontamination and/or disinfection agents and equipment; and personal protective equipment (PPE)
  - workplace procedures, equipment manuals and information/records management system.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL934007 Maintain and control stocks

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL934003 Maintain and control stocks. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to order, maintain and control the use of laboratory materials and/or equipment in the work area.

This unit of competency applies to technicians and technical officers working in all industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Quality

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Maintain and control stocks of**	1.1 Label, document and store stocks in accordance with relevant standards and specific safety requirements

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
	materials or equipment	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
		1.5	Visually check condition of stock and expiry dates and report 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 workplace 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 (PPE) 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

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

for subsequent disposal

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Equivalent to MSL934003 Maintain and control stocks, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL934007 Maintain and control stocks

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL934003 Maintain and control stocks. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- effectively maintained stocks of materials and equipment at prescribed levels for the work area, within 2 different seasonal variations in stock usage.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- terminology associated with ordering and storage of stocks
- laboratory stock, product and service information relevant to job role
- workplace procedures for:
  - 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
  - monitoring of use by dates of standards and shelf life of reagents
  - recording and reporting
  - reporting non-conformances
- quality system requirements for stock control
- customer database and supplier catalogues, customer-specific requirements/standards, internal/external stock orders and overdue actions
- codes of practice and regulations concerning the labelling, handling, storage and transport of stock relevant to job role
- awareness of environmental sustainability issues as they relate to the work task
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

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Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - stocks of materials and equipment
  - stock order forms and documentation
  - online information systems, inventories, print records, databases and catalogues
  - codes of practice and regulations concerning the handling, storage and transport of the stock.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL935005 Authorise the issue of test results

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to *MSL935003 Authorise the issue of test results*. Conditional/optional prerequisite removed. Foundation skills information added. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to critically assess the accuracy of data and validity of test results prior to formally authorising their release to the client. It involves the statistical analysis of data and information generated during calibration, sampling and testing to determine whether quality and/or process parameters have been achieved. Personnel are required to investigate and, if necessary, rectify results that are not consistent with expected values.

This unit applies 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.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

MSL925004 Analyse data and report results

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Competency Field

Quality

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
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, statistical analysis of data and 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 estimates 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

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
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 workplace 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
		3.8 Report investigation outcomes and recommendations for improvements in accordance with workplace 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

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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- Oral communication skills to recommend appropriate preventative/corrective actions to control potential/actual non-conforming work
- Numeracy skills to:
  - use statistical tests to estimate uncertainties and determine data acceptability
  - recognise unexpected or unacceptable data and results and then
  - rectifying results that are not consistent with expected values
- Problem-solving skills to use effective strategies to investigate unexpected occurrences in a logical and efficient manner.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Equivalent to MSL935003 Authorise the issue of test results, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL935005 Authorise the issue of test results

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to *MSL935003 Authorise the issue of test results*. Conditional/optional prerequisite removed. Foundation skills information added. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- verified the accuracy and completeness of at least 1 set of data, results and technical records for specified tests
- issued at least 1 set of specified test results in accordance with authorisation and workplace procedures
- reviewed at least 1 set of records of sampling, sample preparation, testing and/or calibration activities to identify potential causes of unacceptable data/results.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- workplace procedures for authorising the issue of specified test results
- relevant reporting requirements, such as the ISO Guide to the Expression of Uncertainty in Measurement, National Association of Testing Authorities (NATA) and/or test methods
- the confidence level required according to the National Measurement Act 1960 (e.g. 95% for most applications, but it may be higher)
- scientific and technical knowledge of the samples, procedures, equipment, materials and instrumentation used to generate the specified test results and data
- statistical tests used to estimate uncertainties and determine data acceptability
- estimates of uncertainty
- expected values for data and results and the uncertainty components for specified test methods

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- common sources of interference, human and environmental factors, sample preparation problems and relevant preventative/corrective actions associated with specified test result
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - sampling and test methods, description of test set-up, data sets, results and technical records
  - calculator
  - spreadsheets and databases
  - computer, relevant software or laboratory information system
  - workplace quality procedures.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL935006 Assist in the maintenance of reference materials

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL935002 Assist in the maintenance of reference materials. Foundation skill information added. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to assist in the maintenance of reference materials that can be used in tests and the identification of new specimens as part of quality control of laboratory procedures. The unit of competency does not cover the scientific identification of species or specimens.

This unit applies to technical officers and laboratory technicians working in all industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Quality

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
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 and before release 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 workplace procedures
4	**Maintain a safe work environment**	4.1	Use established safe work practices and personal protective equipment (PPE) 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

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	4.4 Ensure the safe collection of redundant/outdated stocks for subsequent disposal

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Oral communication skills to interact appropriately and effectively with customers.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Equivalent to MSL935002 Assist in the maintenance of reference materials, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL935006 Assist in the maintenance of reference materials

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL935002 Assist in the maintenance of reference materials. Foundation skill information added. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- safely and effectively maintained 2 different reference materials so that their reference characteristics and attributes are stable in storage and manifest in use after retrieval.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- the nature and purpose of certified reference materials (i.e. what they are, when and why they should be used)
- the storage requirements of biological and non-biological materials
- quarantine or isolation procedures relevant to work area
- the labile nature of chemical and biological materials
- reasons for testing before accession and before issuing reference materials
- relevant reference materials
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - equipment and materials related to the workplace task for which the reference material is relevant

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- reference materials
- standard operating procedures (SOPs).

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL952002 Handle and transport samples or equipment

Modification History

Release	Comments
Release 2	Unit codes in Assessment Conditions updated. Equivalent outcome.
Release 1	Supersedes and is equivalent to MSL952002A Handle and transport samples or equipment.

Application

This unit of competency covers the ability to pick up and transport samples or test/calibration equipment in a way that ensures the integrity of subsequent test results.

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.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Sampling

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Prepare for pickup**	1.1	Confirm pickup sequence and any licence or 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 documentation
		2.3	Apply workplace 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 workplace procedures
		2.9	Maintain confidentiality of information
3	**Maintain transport equipment**	3.1	Maintain vehicle according to workplace 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**	4.1	Use established work safety practices and personal protective equipment (PPE) to ensure personal safety

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environment		and that of others
	4.2	Clean up spills, if they occur, using workplace procedures
	4.3	Minimise the generation of waste
	4.4	Dispose of all waste in accordance with workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the, accessibility of the item, and local industry and regional contexts) are included.

Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or workplace requirements include the latest version of one or more of:

- Australian and international standards covering the requirements for the competence of testing and calibration laboratories; laboratory safety; quality management and environmental management; and labelling, storage, transport and disposal of hazardous materials
- national work health and safety (WHS) standards and codes of practice, and national environmental protection measures
- specific codes, guidelines and procedures, such as Australian Dangerous Goods Code, Australia Post Guides and International Air Transport Association (IATA) Regulations
- workplace documents, such as standard operating procedures (SOPs); material safety data sheets (MSDS); safety procedures for specific materials and equipment; material, production and product specifications; production and laboratory schedules; workplace recording and reporting procedures; spillage and waste containment and disposal protocols; maps and site plans; protocols regarding customer liaison and use of communication devices; vehicle log books and incident/accident report forms

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Workplace requirements for the transport of samples and/or equipment

Workplace requirements for the transport of samples and/or equipment include, but are not limited to, one or more of:

- using appropriate sample containers (glass, plastic and opaque) and preservatives
- using appropriate sample and equipment boxes (insulated, shockproof and waterproof)
- wrapping containers in foil to exclude light
- using temperature control, which may involve prevention of direct contact between the sample and coolant
- restraining containers to prevent movement
- checking sample viability during transport while avoiding unnecessary handling

Work safety procedures

Work safety procedures include, but are not limited to, one or more of:

- using safe vehicle driving practices
- handling, labelling and storing hazardous material and equipment in accordance with labels, MSDS, manufacturer instructions and workplace procedures and regulations, and signage
- using PPE
- regular cleaning and/or decontamination of equipment and vehicle
- containing and cleaning up spillage or breakages
- using appropriate techniques and equipment to safely dispose of waste materials

WHS and environmental management requirements

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time
- applying standard precautions relating to the potentially hazardous nature of samples
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

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Unit Mapping Information

Equivalent to MSL952002 Handle and transport samples or equipment, Release 1

Links

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Assessment Requirements for MSL952002 Handle and transport samples or equipment

Modification History

Release	Comments
Release 2	Unit codes in Assessment Conditions updated. Equivalent outcome.
Release 1	Supersedes and is equivalent to MSL952002A Handle and transport samples or equipment.

Performance Evidence

- Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:
- planning the pickup of items in conjunction with a supervisor on at least one (1) occasion
- safely picking up and transporting samples or test/calibration equipment on at least two (2) occasions in a way that ensures the integrity of subsequent test results
- checking that the vehicle, transport containers and materials, and communication devices are present and fit for purpose prior to departure
- using communication devices to maintain contact between the courier, reception centre and routine pickup locations
- communicating effectively and courteously with individuals, customers, clients and reception staff
- maintaining confidentiality and reporting problems, accidents and incidents in accordance with procedures
- recording details of item exchange in relevant sections of chain of custody forms, as required
- maintaining stocks of consumables and collecting equipment at collection centres, as required
- cleaning up spills, if they occur, and minimising and disposing of waste in accordance with workplace procedures.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- need for appropriate and timely transport and the importance of effective communication with clients and customers to workplace business
- nature of samples and/or equipment transported and the effects of changes in environmental conditions, vibration and shock on them
- control measures for minimising exposure to hazardous materials and equipment

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- procedures for safe, efficient containment and clean up of spillages and breakages and their disposal
- maintenance requirements of vehicle and equipment used in the handling and transporting samples and equipment
- workplace procedures for responding to emergencies
- relevant hazards, work health safety (WHS) and environment requirements

Additional knowledge requirements will apply for different industry sectors. For example for biomedical samples:

- labile nature of biological and environmental samples
- possible infectivity of biological materials
- effects of exposure to radioactive materials.

Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.
- This unit of competency is to be assessed in the workplace or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in each case).
- This unit of competency may be assessed with:
  - MSL943004 Participate in laboratory or field workplace safety
- Holistic assessment methods include:
  - review of the candidate's job sheets or logs of completed activities
  - review of the quality of results traceable to the transport of samples or equipment by candidate
  - feedback from supervisors, other laboratory personnel and customers about the candidate's ability to communicate effectively and safely handle and transport samples and equipment in accordance with workplace procedures and schedules
  - direct observation of the candidate's work as a courier
  - oral or written questions to assess knowledge of workplace requirements for the handling and transport of samples and equipment
  - simulated role plays covering interactions between a courier and personnel at a reception desk or customer pickup centre.

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- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:
  - transport vehicle, containers for transporting samples and test/calibration equipment, and communication devices
  - workplace protocols and procedures covering the handling and transport of samples or equipment.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competence and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience.
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with a laboratory about performing the competency being assessed within the last twelve months.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL953003 Receive and prepare samples for testing

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL953001 Receive and prepare samples for testing. Foundation skill information added. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to log samples, check sample documentation, and schedule and prepare samples for testing in accordance with workplace procedures. This unit does not include testing, tissue processing or similar techniques.

This unit of competency applies to field and laboratory assistants in all industry sectors who receive and prepare samples as part/all of their job in a sample reception area.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Sampling

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Log samples**	1.1	Record date (and time of arrival, if required) of samples

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
			at workplace
		1.2	Check and match samples with request forms before they are accepted
		1.3	Enter details of samples into the laboratory information management system (LIMS)
		1.4	Apply required document tracking procedures
		1.5	Process 'urgent' test requests according to workplace requirements
		1.6	Ensure security and traceability of all information, laboratory data and records
2	**Address client and customer service issues**	2.1	Report to referring client/supervisor when samples and request forms do not comply with workplace requirements
		2.2	Maintain confidentiality of all client/workplace data and information
		2.3	Ensure that information provided to customers is accurate, relevant and authorised for release
		2.4	Deal with customers politely and efficiently and in accordance with workplace 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, as required
		3.5	Monitor and control sample conditions before, during and after processing

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
4 **Distribute samples**	4.1	Group samples requiring similar testing requirements
	4.2	Distribute samples to workstations maintaining sample integrity
	4.3	Distribute request forms for data entry or filing in accordance with workplace procedures
	4.4	Check that samples and relevant request forms have been received by laboratory personnel
5 **Maintain a safe work area and environment**	5.1	Apply safe work practices to ensure personal safety and that of other laboratory personnel
	5.2	Use appropriate personal protective equipment (PPE) 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

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Writing skills to accurately label samples.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Equivalent to MSL953001 Receive and prepare samples for testing, Release 1.

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Links

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Assessment Requirements for MSL953003 Receive and prepare samples for testing

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL953001 Receive and prepare samples for testing. Foundation skill information added. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- safely received and registered at least 10 samples into a laboratory information management system LIMS (or simulated to reflect an actual LIMS), checking samples for history, acceptable transport conditions and complete documentation
- appropriately prepared at least 3 different types of samples for testing in accordance with workplace procedures, including:
  - accurately labelling, preparing, sub-sampling and storing samples to maintain sample integrity and traceability.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- workplace procedures for the receipt, labelling, preparation, processing, documentation, distribution and storage of samples used in job role
- requirements of specified sample types for specific tests handled in job role
- potentially hazardous and unstable nature of samples
- importance of maintaining effective customer relations
- importance of and requirements for sample storage and transport to maintain sample integrity
- preparation processes for samples
- sample preparation equipment used in job role
- commonly identified non-conformances identified during sample reception and processing
- safe work practices that must be followed:

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  - handling, and storing hazardous materials and equipment in accordance with labels, (safety data sheets) SDS, manufacturer instructions, and workplace procedures and regulations
  - labelling of reagents and hazardous materials correctly
  - regularly cleaning and/or decontaminating equipment and work areas
  - using PPE, such as hard hats, hearing protection, gloves, safety glasses, goggles, face guards, coveralls, gowns, body suits, respirators and safety boots
- awareness of environmental sustainability issues as they relate to the work task
- legal, ethical and work health and safety (WHS) requirements specific to the work task including traceability, confidentiality and security requirements of all client information, and laboratory data and records.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - a laboratory information management system (LIMS) system (or simulated to reflect an actual LIMS), and workplace procedures covering the receipt and preparation of samples for testing
  - sample containers, tubes, request forms and sample documentation
  - simulated samples when authentic samples are unavailable or inappropriate.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL954004 Obtain representative samples in accordance with sampling plan

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL954001 Obtain representative samples in accordance with sampling plan. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to obtain a range of samples that are representative of the source material 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.

This unit of competency applies to laboratory technicians in all industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Sampling

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for sampling**	1.1	Confirm the sampling location, number and type of samples, and timing and frequency of sampling from workplace or client's sampling plan
		1.2	Liaise with relevant personnel to arrange site access and all necessary clearances and/or permits as required
		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 workplace requirements, relevant standards and codes
		1.5	Identify site and sampling hazards and review workplace 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**	2.1	Locate sampling sites
		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**	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

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
			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 workstations maintaining sample integrity and traceability requirements
4	**Address client issues**	4.1	Enter approved information into laboratory information management system (LIMS), as required
		4.2	Report all relevant aspects of the sampling and preparation phases in accordance with workplace 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/workplace data and information
5	**Maintain a safe work environment**	5.1	Clean all equipment, containers, work area and vehicles according to workplace procedures
		5.2	Check serviceability of all equipment before storage
		5.3	Use defined safe work practices and personal protective equipment (PPE) to ensure personal safety and that of other personnel
		5.4	Minimise the generation of wastes and environment impacts
		5.5	Ensure the safe collection of all hazardous wastes for appropriate disposal

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Equivalent to MSL954001 Obtain representative samples in accordance with sampling plan, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL954004 Obtain representative samples in accordance with sampling plan

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL954001 Obtain representative samples in accordance with sampling plan. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- obtained samples from at least 3 different sampling points, that are representative of the source material and taken in accordance with a sampling plan.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- principles of representative sampling, including:
  - representative samples
  - preservation of integrity of samples
  - maintaining identification of samples relative to their source, workplace and legal traceability
  - cost-effectiveness of sampling
  - consistency of sampling procedures
- function of key sampling equipment/materials and principles of operation
- sampling principles, including random, systematic and stratified sampling
- characteristics of product/materials sampled as part of job role and likely contaminants
- methods to maintain the integrity of samples
- maps and site plans
- links between quality control, quality assurance, quality management systems and sampling procedures
- site and sampling hazards and the links between following WHS procedures and personal and environmental safety, particularly at high risk sites
- workplace and/or legal traceability requirements

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- awareness of environmental sustainability issues as they relate to the work task
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - source material
  - a variety of sample types
  - sampling plans and procedures, sampling containers and sampling equipment, and sample preparation materials and equipment.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL973013 Perform basic tests

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL973001 Perform basic tests. Foundation skills information added. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to prepare samples and perform tests and measurements using standard methods with access to readily available advice from supervisors.

This unit of competency applies 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.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Testing

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
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 workplace 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 workplace procedures and manufacturer 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 workplace procedures
		4.3	Record data in accordance with workplace 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 (PPE) 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

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	5.4 Clean, care for and store equipment and reagents as required

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Numeracy skills to calculate simple quantities using appropriate equations, units, uncertainties and precision

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Release 1. Supersedes MSL973001 Perform basic tests.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL973013 Perform basic tests

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL973001 Perform basic tests. Foundation skills information added. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- prepared samples using different processes
- performed at least 3 basic tests or measurements using standard methods and procedures.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- concepts of metrology, including:
  - all measurements are estimates
  - measurements belong to a population of measurements of the measured parameters
  - precision, accuracy and significant figures
  - sources of error, uncertainty and repeatability
  - traceability
- international system of units (SI)
- purpose of tests performed as part of job role and principles of the standard methods/specifications used
- sample preparation processes relevant to job role
- typical basic tests and methods relevant to job role
- measurements used for typical tests
- function of key components of the test equipment, pre-use equipment and safety checks
- sources of uncertainty in measurement and methods for control
- workplace and/or legal traceability requirements
- interpretation and recording of test result, including simple calculations
- procedures for recognising and reporting of unexpected or unusual results
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

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Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - a standard laboratory equipped with basic test equipment, common measuring instruments, materials, standard methods, workplace procedures, SDS and equipment manuals.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL973014 Prepare working solutions

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL973002 Prepare working solutions. Changes to elements and performance criteria. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to prepare working solutions and to check that existing stocks of solutions are suitable for use. Working solutions include those required to perform laboratory tests. Personnel are required to calculate quantities and make dilutions.

This unit of competency applies to laboratory assistants working in all industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Testing

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Make up working**	1.1 Identify the relevant standard methods for solution

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
	solutions		preparation
		1.2	Assemble specified laboratory equipment
		1.3	Select and prepare materials and solvent of specified purity
		1.4	Measure appropriate quantities of reagents for solution preparation and record data
		1.5	Prepare labels and log solution details in laboratory register
		1.6	Transfer solutions to appropriately labelled containers
2	**Check existing stock of solutions**	2.1	Monitor shelf life of working solutions and identify those that are unfit for use according to laboratory procedures
		2.2	Replace out-of-date or reject solutions according to laboratory procedures
3	**Maintain a safe work environment**	3.1	Use appropriate safety procedures and personal protective equipment (PPE) to ensure personal safety and that of other laboratory personnel
		3.2	Store reagents and clean/store glassware and equipment in accordance with workplace procedures
		3.3	Minimise generation of waste and environmental impacts
		3.4	Clean up spills using appropriate techniques
		3.5	Ensure the safe collection of laboratory and hazardous waste for subsequent disposal

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Unit Mapping Information

Equivalent to MSL973002 Prepare working solutions, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL973014 Prepare working solutions

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL973002 Prepare working solutions. Changes to elements and performance criteria. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- safely prepared at least 5 examples of correctly labelled working solutions, including calculation of the quantities involved and any dilutions required
- checked existing stocks of working solutions and identified those unfit for use.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- concepts of metrology, including:
  - all measurements are estimates
  - precision, accuracy and significant figures
  - sources of error, uncertainty and repeatability
  - traceability
- working solutions
- 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
- what affects solubility
- difference between aqueous and organic solutions
- periodic table, symbols of the elements, atomic weights, and difference between elements and compounds
- chemical formulae
- workplace procedures for preparing solutions
- calculations required to prepare specified amounts of solutions of specified concentration

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- use of safety data sheets (SDS) and workplace procedures for preparing, handling and disposing of solutions and cleaning up spillages
- awareness of environmental sustainability issues as they relate to the work task
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - a standard laboratory equipped with appropriate reagents and equipment
  - standard methods and workplace procedures
  - containers and storage facilities.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL973015 Prepare culture media

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL973003 Prepare culture media. Changes to performance criteria. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge 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. Media may be prepared from formulated powders obtained from microbiological companies or by first principles under supervision of a technical officer or scientist.

This unit of competency applies to laboratory assistants in the biomedical, biological, environmental, food processing and pharmaceutical industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Testing

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
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	Check pH of media where pH is critical
		1.5	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 requirements to achieve sterilisation at the required settings
		2.4	Cool media to the temperature specified in the media formulation procedures
		2.5	Sterilise media and/or media additives using membrane filtration techniques
3	**Dispense or aliquote 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
4	**Label media**	4.1	Date batch media to ensure correct batch rotation
		4.2	Label media to allow for selection, avoiding areas of the

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
			culture vessel required for examination of colony growth
		4.3	Maintain records of batches of media
5	**Store and incubate media**	5.1	Incubate control plates as a sterility check
		5.2	Store media to maximise shelf life and minimise contamination
6	**Perform quality control checks**	6.1	Inspect media for any evidence of possible contamination or problems with structure or sterilisation
		6.2	Check useability of selective media by growth of expected organism
		6.3	Check stored stocks at regular intervals for conformance to required standards
7	**Maintain work area and equipment to prevent cross-infection and contamination**	7.1	Use personal protective equipment (PPE) and safe work practices to ensure personal safety and that of other laboratory personnel
		7.2	Place disposable and reusable items into relevant receptacles
		7.3	Clean and disinfect work area and equipment after use
		7.4	Transport disposable and reusable contaminated materials to relevant areas for disinfection, sterilisation and cleaning or disposal

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Unit Mapping Information

Equivalent to MSL973003 Prepare culture media, Release 1.

Links

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Assessment Requirements for MSL973015 Prepare culture media

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL973003 Prepare culture media. Changes to performance criteria. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- effectively used standard methods to safely prepare at least 3 different batches of culture media that meet specifications and are free of contamination, including:
  - using appropriate sterilisation techniques, including maintaining adequate space between containers to prevent cross-contamination
  - performing quality assurance checks on media, including streaking out of cultures to a single colony
- effectively operated a pH meter.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- basic microbiological concepts and terminology, including growth rates in culture, and production of gas and haemolysis of red cells in media
- growth requirements of cells including microorganisms and tissue cells in terms of their laboratory culture
- purpose, content and features of culture media prepared in job role, 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
- cell culture:
  - agars, broths and solutions
  - slopes and deeps
  - common enriched media, differential media and selective media
  - common tissue culture media and transport media

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    - labile constituents including blood, hormones or antibiotics
- sterilisation techniques:
    - boiling, high temperature, high pressure steam and autoclaving
    - membrane filtration
    - radiation, gas and/or chemical treatments
- relationship between sterile practices, hygiene procedures and the ability to obtain growth free of contamination
- the effect of physical requirements including pH and temperature on optimal growth of organisms and cells
- the effect of inappropriate storage on culture media quality and performance
- relevant hazards and how to deal with the risks presented:
    - microorganisms and reagents
    - sharps and broken glassware
    - sources of heat including ovens and burners
    - fluids under pressure including steam from autoclaves
    - UV radiation
- awareness of environmental sustainability issues as they relate to the work task
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
    - a standard laboratory equipped with appropriate reagents and equipment, including pH meters; balances; stirrers, water baths and hot plates; burners, autoclave; measuring cylinders, flasks and glassware; Petri dishes; media storage bottles; self-refilling syringes; membrane filtration equipment; labelling equipment; distilled water apparatus; refrigerators; sterilisation equipment and indicators
    - workplace schedules and procedures, SDS and documented safe work practices.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

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MSL973016 Perform aseptic techniques

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL973004 Perform aseptic techniques. Changes to performance criteria. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge 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.

This unit of competency applies to laboratory assistants and technicians working in the field or laboratory in the biomedical, biological, food processing and environmental industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Testing

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for aseptic sampling or transfer**	1.1	Check the sampling procedure conforms with the required sampling plan
		1.2	Use specified personal protective equipment (PPE)
		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
		1.8	Macroscopically assess media and/or reagents to confirm sterility before use
2	**Transfer materials aseptically**	2.1	Protect the integrity of the sample source
		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	Protect the integrity of the sample source and destination after transfer, and before sealing the transport or culture vessel
		2.5	Re-sterilise inoculating loops, minimising the generation of aerosols as required
		2.6	Perform quality control checks to confirm aseptic transfer was successful
		2.7	Label transport or culture vessels for clear identification
3	**Maintain work area and equipment to prevent cross-infection and**	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

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
contamination	materials to relevant areas for disinfection, sterilisation and cleaning or disposal
	3.4 Follow personal hygiene procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Equivalent to MSL973004 Perform aseptic techniques, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL973016 Perform aseptic techniques

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL973004 Perform aseptic techniques. Changes to performance criteria. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- safely and effectively performed aseptic techniques when performing at least 3 different types of sample transfers from the following list:
  - body fluids (or simulated body fluids)
  - sterile liquid culture media
  - water
  - soil
  - sterile pharmaceuticals
  - yeasts and moulds
  - milk and yoghurt
  - swabs and smears
  - propagation tissue
  - plant material
  - fermented foods
  - fermented beverages
  - bacterial cultures.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- growth requirements of microorganisms including bacteria and fungi in terms of their laboratory culture

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- relationship between sterile practices, hygiene procedures and the ability to obtain growth free of contamination
- relationship between sterile practices and accurate test results
- importance of pure culture techniques and aseptic transfer to the successful microbiological investigation and correct interpretation of laboratory results
- cleaning and sanitising requirements of equipment and work area, and effects of physical and chemical agents on microbial growth and death
- sterilisation techniques:
  - flaming
  - high temperature, boiling and autoclaving
  - membrane filtration
  - radiation, gas and/or chemical treatments
- disinfection and sterilisation procedures used in the collection, processing and safe disposal of samples and materials
- principles of infection control related to work health and safety (WHS), and sampling and transfer of materials in microbiological investigations including how to minimise the generation of aerosols when flaming
- relevant hazards and how to deal with the risks presented:
  - injuries from sharps, burners, molten agar
  - ultraviolet (UV) light sources
  - exposure to hazardous substances and/or infectious agents
- awareness of environmental sustainability issues as they relate to the work task
- legal, ethical and WHS requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - a standard laboratory
  - test samples
  - appropriate equipment, including:
    - transfer equipment, such as inoculating loops, pipettes (quantitative and qualitative), flasks, tubes and spatulas
    - Sterilisation equipment such as bunsen burners, bench incinerators, autoclave and/or pressure cooker
    - Storage equipment such as incubators, water baths, refrigerators, freezers, anaerobic jars as required
    - laminar flow units or biohazard cabinets as required
    - swabs
  - appropriate materials, including:

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    - solid and/or liquid media
    - disinfecting and sterilising agents
    - consumables
    - receptacles for safe disposal of wastes and for processing of reusable materials
    - bar coding material and labels
- workplace schedules, procedures and standard methods, SDS and documented safe work practices.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL973019 Perform microscopic examination

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL973007 Perform microscopic examination. Foundation skill information added. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to set up a light microscope for optimum resolution, to prepare routine samples and to observe, identify and report sample characteristics.

This unit of competency applies 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.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Testing

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Prepare samples for examination**	1.1	Log and label samples according to workplace procedures to ensure traceability
		1.2	Follow documented standard operating procedures to prepare samples for microscopic examination
2	**Set up and use a light microscope**	2.1	Carry and use a microscope correctly preventing damage to the equipment and ensuring operator safety
		2.2	Perform pre-use and safety checks to ensure equipment is fit for purpose
		2.3	Check lenses to ensure they are clean
		2.4	Set up the microscope for optimum resolution and even illumination
		2.5	Select the appropriate objectives and filter for the sample being examined
		2.6	Place sample correctly on the stage
3	**Observe and identify sample characteristics**	3.1	Recognise and identify significant sample characteristics
		3.2	Perform required calculations accurately
4	**Maintain a safe work environment**	4.1	Ensure safety and minimise cross-contamination through the use of personal protective equipment (PPE)
		4.2	Handle all samples and equipment in accordance with workplace safety protocols
		4.4	Minimise generation of waste and environmental impacts
		4.5	Collect and dispose of all wastes safely

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Numeracy skills to:
  - perform counts on samples using grids
  - take basic measurements
  - perform accurate calculations as required by the method, including:
    - dilutions
    - number of cells in original sample after dilution
    - calculation of cells/ml in a number of squares of a counting chamber
  - interpret and record test results reliably
  - log and track samples through all steps from sample receipt to completion of the examination and reporting.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Equivalent to MSL973007 Perform microscopic examination, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL973019 Perform microscopic examination

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL973007 Perform microscopic examination. Foundation skill information added. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- set up a microscope for köhler illumination on 10x, 40x and 100x magnification on at least 3 occasions
- safely prepared and focused on at least 3 different sample types for examination with a compound light microscope including 3 from the following list:
  - preparing and staining a smear or film with a monolayer of cells
  - preparing a wet mount
  - loading a sample into a counting chamber
  - preparing hand cut samples
- observed, identified and reported the microscopic characteristics of at least 2 different sample types including at least 1 from the following list:
  - intact living or non-living organism
  - fixed and stained cells
  - wet mount
- taken basic measurements
- performed a count using a grid
- performed accurate calculations as required by the method, including:
  - dilutions
  - number of cells in original sample after dilution
  - calculation of cells/volume based cell counts.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

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- nature of samples, sample preparation methods, methods of examination and associated hazards
- parts and functions of a light microscope and steps taken to optimise the resolution of images
- procedures and reporting requirements for spills, faulty or unsafe equipment, hazards and incidents
- types of samples relating to job role
- causes and basic troubleshooting of common artefacts or incorrect results in microscopy
- vernier measurement and micrometry techniques
- sample characteristics restricted to what can be viewed by light microscopy:
  - 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
  - colour/staining and morphology
- applications of different types of microscopes/setups including compound light, dark field, phase contrast, fluorescent, electron, polarising and stereomicroscope (dissecting)
- awareness of environmental sustainability issues as they relate to the work task
- traceability requirements
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - a standard laboratory equipped with appropriate equipment, including light microscopes and samples
  - workplace procedures, standard methods and materials
  - a light microscope.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL974020 Perform food tests

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL974004 Perform food tests. Changes to performance criteria. Foundation skill information added. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge 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.

This unit applies to laboratory or technical assistants and instrument operators working in the food and beverage processing industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Testing

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
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 workplace 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
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
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 workplace and operating procedures
		3.3	Check equipment calibration using specified standards and procedures
		3.4	Inspect reagents required for quality issues including visual checks and expiry
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 in accordance with specified methods
		4.3	Shut down equipment/instruments in accordance with operating procedures

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
5	**Process data**	5.1	Record test data noting atypical observations
		5.2	Construct calibration graphs and compute results for all samples from these graphs
		5.3	Ensure calculated values are consistent with reference standards and expectations
		5.4	Record and report results in accordance with workplace procedures
		5.5	Determine if basic procedure or equipment 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 (PPE) to ensure personal safety and that of other laboratory personnel
		6.2	Minimise the generation of wastes and environmental impacts
		6.3	Ensure the safe collection of laboratory and hazardous waste for subsequent disposal
		6.4	Care for and store equipment and reagents as required
7	**Maintain laboratory records**	7.1	Make entries on report forms or into a laboratory information management system accurately calculating, recording or transcribing data as required
		7.2	Ensure traceability of sample from receipt to reporting of results

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Numeracy skills to:

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  - process data, interpret gross features of data/results and make relevant conclusions
  - prepare calibration graphs and calculate results using appropriate equations, units, uncertainties and precision
- Problem-solving skills to:
  - identify atypical results as either out-of-normal range or an artefact
  - trace and source obvious causes of an artefact, track obvious test malfunctions for standardised procedures, and troubleshoot basic equipment and methods.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Equivalent to MSL974004 Perform food tests, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL974020 Perform food tests

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL974004 Perform food tests. Changes to performance criteria. Foundation skill information added. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- performed at least 5 routine food tests or procedures involving several measurement steps including at least 4 of the following:
  - sensory tests
  - visual tests
  - package integrity and compatibility test
  - physical/mechanical tests
  - chemical tests
  - thermal tests including stability of products and effectiveness of heat treatments

- prepared samples using 3 different processes including at least 2 of the following:
  - grinding and milling
  - preparation of discs
  - digestion
  - extracting
  - refluxing
  - degassing
  - enzymatic treatment
  - washing and drying
  - ashing and temperature equilibration
  - precipitation and centrifugation
  - filtration
  - flocculation

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- evaporation.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- basic principles and concepts underpinning the food tests or procedures including:
  - ions, atoms, molecules, bonding, affinities and related properties
  - 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
  - chemical and microbial changes in food
  - food preservation techniques including atmosphere and modified atmosphere in relation
  - basic biochemistry of fermentation reactions
  - function of packaging for product integrity and controlled atmosphere
  - electromagnetic spectrum and absorption, emission and refraction of light
  - quality control program for raw materials, process control and finished product inspection
- purpose of the food tests or procedures conducted
- basic principles and concepts related to equipment and instrument operation and tests or procedures implemented
- concepts of metrology, including:
  - all measurements are estimates
  - precision, accuracy and significant figures
  - sources of error, uncertainty and repeatability
  - traceability
- function of key components of the equipment/instrument used
- effects on the test of modifying equipment/instrument variables
- common sample preparation processes relevant to job role
- types of food tests and procedures:
  - sensory tests
  - visual tests of content and package
  - physical/mechanical tests
  - chemical analysis
  - microbiological tests
  - molecular tests
  - thermal tests including stability of products and effectiveness of heat treatments
- workplace and/or legal traceability requirements
- awareness of environmental sustainability issues as they relate to the work task

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- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - a standard laboratory equipped with test equipment, instruments, standards and materials
  - workplace procedures and standard methods
  - records, including:
    - test and calibration results
    - equipment use, maintenance and servicing history.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL974021 Perform biological procedures

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL974006 Perform biological procedures. Changes to elements and performance criteria. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to interpret work requirements, prepare samples, and perform routine biological procedures. These procedures may involve several steps and are used to classify organisms and biologically active compounds by analysing their biological and/or chemical characteristics. This unit includes interpretation of results and troubleshooting obvious departures from standard procedures.

This unit of competency applies to technical assistants working in the biomedical, environmental, biotechnology and education industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Testing

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
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 workplace 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
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
3	**Perform techniques that assist in the classification of organisms**	3.1	Identify characteristics used to classify organisms
		3.2	Use dichotomous keys to identify organisms
4	**Perform biological procedures**	4.1	Set up and use equipment and reagents in accordance with the method
		4.2	Perform techniques in accordance with the standard operating procedures
5	**Maintain a safe work environment**	5.1	Use established safe work practices and personal protective equipment (PPE) to ensure personal safety and that of other laboratory personnel
		5.2	Minimise the generation of waste
		5.3	Safely dispose of biohazardous wastes

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
	5.4	Clean, care for and store equipment and reagents as required
6 **Maintain laboratory records**	6.1	Record entries on report forms or into a laboratory information management system, accurately calculating, recording or transcribing data as required
	6.2	Ensure traceability of sample from receipt to reporting of results

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Equivalent to MSL974006 Perform biological procedures, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL974021 Perform biological procedures

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL974006 Perform biological procedures. Changes to elements and performance criteria. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- classify 2 organisms from 2 different kingdoms to species level using a dichotomous approach
- safely and accurately performed 3 multistep biological procedures, using a minimum of 2 different techniques from the following list:
  - multistep staining:
    - haematological
    - histological
    - microbiological
  - preparation and examination of samples to demonstrate mitosis microscopically
  - preparation and enumeration of microscopic samples
  - colorimetry
  - spectrophotometry
  - chromotography
  - electrophoresis
  - electrochemistry
  - multistep molecular technique
  - multistep immunological technique.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

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- biological principles and concepts underpinning tests and procedures associated with job role:
  - basic classification and taxonomy of organisms including prokaryotes and eukaryotes, bacteria, viruses, fungi, plants, animals, parasites and prions
  - interrelationships of biological systems including the carbon cycle and energy cycle
  - basic structure and function of a plant and animal cell and the respective organelles (plant and animal)
  - cell membrane activity, including diffusion (passive, facilitated and active), osmosis, tonicity and plasmolysis
  - plant and animal tissue types
  - phases of the cell cycle including phases of mitosis
  - mendelian genetics including inheritance, meiosis, karyotypes, dominant and recessive traits, genotypes, phenotypes, and pedigrees
  - basic structure and function of chromosomes, nucleic acids and proteins
  - chemical and physical characteristics of organic molecules
  - basic structure and function of including carbohydrates, fats and amino acids
  - basic role of biologically significance of ions, including calcium, iron, magnesium, sodium, potassium, chloride and phosphate
- purpose of procedures implemented (why they are used and what they demonstrate)
- calculation steps to give results in appropriate units and precision
- importance and appropriate use of controls and certified reference materials
- awareness of environmental sustainability issues as they relate to the work task
- legal, ethical and work health and safety (WHS) requirements specific to the work task including traceability, confidentiality and security requirements of all clinical information, and laboratory data and records.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - a standard laboratory equipped with appropriate test equipment and instruments, safety equipment, reagents and materials
  - standard operating procedures (SOPs) and testing methods
  - records, including:
    - test calibration results
    - equipment use, maintenance and servicing history
    - faulty or unsafe equipment
    - batch number, catalogue number and use-by-date for analytical kits.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL975035 Perform microbiological tests

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL975001 Perform microbiological tests. Changes to elements and performance criteria. Foundation skills information added. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to contribute to the culture, isolation and identification of microorganisms, 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.

This unit applies 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 in a workplace. 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.

It applies to investigations as well as addressing the broader needs of biotechnology and tissue culture applications.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

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Pre-requisite Unit

MSL973019 Perform microscopic examination

MSL973016 Perform aseptic techniques

Competency Field

Testing

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Receive samples and process associated request forms**	1.1	Identify specimens and request forms that do not comply with minimum industry requirements for labelling, identification and test requests
		1.2	Record any discrepancies and indicate what action is required
		1.3	Log samples, recording details that allow accurate tracking and chain of custody
2	**Prepare for safe microbiological work and aseptic applications**	2.1	Apply principles of aseptic techniques to ensure sample and reagent integrity are maintained
		2.2	Apply principles of aseptic techniques to ensure personal and environmental safety
		2.3	Minimise the production and release of aerosols, using biological safety cabinets where necessary
		2.4	Safely dispose of biohazardous materials and other laboratory wastes in accordance with workplace 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

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
			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 applications**	4.1	Select culture media to maximise growth and optimise production of pure microbial cultures
		4.2	Inoculate media aseptically, applying techniques suitable for purpose of culture
		4.3	Incubate inoculated media in conditions to optimise growth of organisms and cells
5	**Perform procedures that can assist in the identification of microorganisms**	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 microorganisms
		5.4	Microscopic differentiation between, red blood cells, white blood cells, micro-organisms and epithelial cells
		5.5	Select and perform tests on pure cultures to determine the biochemical and immunological identification of microorganisms
		5.6	Perform antibiotic sensitivity testing
6	**Estimate the number and/or size of micro-organisms in samples**	6.1	Count cells in samples
		6.2	Prepare serial dilutions of samples aseptically for culture and colony counting
		6.3	Indicate the appropriate dilution necessary to reliably count organisms in a serially diluted sample

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
	6.4	Count colonies for calculating number of viable organisms per unit volume
7 **Maintain records of laboratory work**	7.1	Record entries on report forms or into a laboratory information management system accurately calculating, recording or transcribing data as required
	7.2	Ensure traceability of sample from receipt to reporting of results

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Oral communication skills to interact effectively with supervisors and managers (laboratory, quality and customer service), personnel in other laboratories in the workplace or in other workplaces to which work may be referred, customers, patients and clients, external auditors and accreditation agencies, such as National Association of Testing Authorities (NATA)
- Problem solving skills to identify artefacts or image aberrations attributable to misalignment or obstruction of light paths or condensers used in microscopy, or with other steps in microscopic examinations.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Equivalent to MSL975001 Perform microbiological tests, Release 1.

Links

Training Package Companion Volumes - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL975035 Perform microbiological tests

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL975001 Perform microbiological tests. Changes to elements and performance criteria. Foundation skills information added. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- identified at least 5 microorganisms to species based on colonial/microscopic morphology, biochemistry and/or immunological characteristics, including:
  - at least 1 identification must be from a mixed culture
  - at least 4 from the following list:
    - *Staphylococcus sp.*
    - *Streptococcus sp.*
    - *Pseudomonas sp.*
    - a member of the Enterobacteriaceae family
    - *Clostridium sp.* or another gram positive rod
- safely performed at least 8 microbiological tests/procedures for culturing, isolating, identifying and counting microorganisms, including:
  - consistently and accurately performing and interpreting Gram staining of bacteria
  - using and interpreting common enriched, differential and selective media
  - performing agglutination techniques
  - coagulase testing
  - oxidase testing
  - catalase testing
  - use a biochemical test system with statistical interpretation
  - antibiotic sensitivity testing and interpretation
- not contaminating self, other people, the work area, equipment or the samples or materials under test

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- not contaminating media or reagents during manipulations involving the transfer of cultures.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- microbiological terminology, including bacteriology, parasitology, virology and mycology
- disinfection and sterilisation as applied to practical aspects of microbiology
- relationship between sample microscopic and macroscopic appearance and indications of infection/contamination
- microbial diversity and taxonomy
- cell biology and chemistry related to laboratory phenomena, such as growth and isolation of organisms for identification
- sources of infection from food, environment, pharmaceuticals and medical equipment/facilities
- sources of contamination of food, environment, pharmaceuticals and medical equipment/facilities
- microorganisms of importance to job role
- transport and storage requirements for microbiological samples to ensure sample integrity prior and post testing
- the importance of maintaining reference cultures and the use of control in microbiological testing
- technological advances in microbiology including automation for identification, enumeration and sensitivity testing
- procedures and reporting requirements for microbiological spills
- purpose of biochemical test, media types and sensitivity testing implemented (why they are used and what they demonstrate)
- application of molecular and serological testing in microbiology
- importance of genetics in microbiology
- general criteria used for the identification of parasites
- general criteria used for the identification of fungi and yeast
- general criteria used for the identification of virus
- rationale for sample dilution and appropriate dilution selection when preparing materials for enumerating organisms and other pure culture work
- need for accurate identification of sample source (such as body, specimen, process line and field location)
- awareness of environmental sustainability issues as they relate to the work task
- legal, ethical and work health and safety (WHS) requirements specific to the work task including traceability, confidentiality and security requirements of all clinical information, and laboratory data and records.

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Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - a standard microbiology laboratory with relevant samples; reagents; protective and physical containment equipment; sample preparation and storage equipment; test equipment, such as microscopes and counters; and sterilising equipment, such as autoclaves
  - workplace procedures, test methods and equipment manuals.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Training Package Companion Volumes - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSMENV172 Identify and minimise environmental hazards

Modification History

Release 1. Supersedes and is equivalent to MSAPMSUP172A Identify and minimise environmental hazards

Application

This unit of competency covers the skills and knowledge required to identify activities and/or materials that present an environmental threat and to take the appropriate action according to procedures.

This unit of competency applies to all personnel who are required to work within environmental regulatory requirements which are reflected in the organisation's policies and procedures.

It applies to an individual working alone or as part of a team or group and working in liaison with other team members and supervisors.

This unit of competency applies to all plants and areas of operation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Support

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element

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1	Identify environmental threats	1.1	Recognise the type and severity of environmental threat posed by the materials and processes used for own work
		1.2	Identify ways materials used may enter the environment
		1.3	Identify sensitive features of the local environment and their impact on work practice and procedures
		1.4	Recognise abnormal or unacceptable emission levels
2	Identify workplace procedures and policies to minimise environmental threats	2.1	Identify workplace policy for environmental protection
		2.2	Identify environmental protection measures within standard operating procedures (SOPs) relevant to work
		2.3	State contact procedures for personnel involved in environmental response teams
3	Follow procedures to minimise environmental threats	3.1	Implement environmental protection measures in relevant procedures
		3.2	Report abnormal emissions/environmental issues to appropriate personnel
		3.3	Apply containment procedures in accordance with SOPs, where appropriate
		3.4	Implement waste management procedures and practices
		3.5	Follow safety procedures and use personal protective equipment (PPE)

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- emergency procedures
- work instructions
- SOPs
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Tools and equipment

Tools and equipment include:

- personal protective equipment (PPE)
- spill kits

Emissions

Abnormal or unacceptable emission levels include one of more of the following:

- excessive noise
- light
- odours
- gases/vapours
- visible smoke/vapour
- liquid and solids

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- particulates
- fumes

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSAPMSUP172A Identify and minimise environmental hazards

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMENV172 Identify and minimise environmental hazards

Modification History

Release 1. Supersedes and is equivalent to MSAPMSUP172A Identify and minimise environmental hazards

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and must include the ability to:

- recognise and report environmental threats
- communicate using in-plant reporting systems (verbal, electronic or written)
- select and use containment equipment
- select and use personal protective equipment (PPE).

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- organisation procedures, including:
  - environmental protection and reporting requirements
  - safety, emergency and hazard controls
- type and severity of environmental threats, including contribution to climate change and other macro threats that can arise from materials and work processes used
- environmental protection measures required to minimise threats
- types of emissions relevant to job role and permissible levels.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operations
  - will typically include a supervisor/third-party report focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems

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  - may use industry-based simulation for all or part of the unit particularly where safety, lack of opportunity or significant cost is an issue.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
  - walk-throughs
  - pilot plant operation
  - demonstration of skills
  - industry-based case studies/scenarios
  - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSMENV472 Implement and monitor environmentally sustainable work practices

Modification History

Release 1. Supersedes and is equivalent to MSAENV472B Implement and monitor environmentally sustainable work practices

Application

This unit of competency covers the skills and knowledge required to effectively analyse the workplace in relation to environmentally sustainable work practices, and to implement improvements and monitor their effectiveness.

This unit of competency applies to those who have responsibility for a specific area of work or who lead a work group or team. It addresses the knowledge, processes and techniques necessary to implement and monitor environmentally sustainable work practices, including the development of processes and tools.

It includes identifying areas for improvement, developing plans to make improvements, and implementing and monitoring improvements in environmental performance.

This unit of competency applies to all sectors of the manufacturing industry and members of its value chain. It may also be applied to all sections of an organisation, including office and warehouse. This unit will need to be appropriately contextualised as it is applied across an organisation and across different industry sectors.

This unit of competency applies to an individual working alone or as part of a team/work group and working in liaison with other shift team members and the control room operator, as appropriate.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

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Competency Field

HSE

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes		Performance criteria describe the performance needed to demonstrate achievement of the element	
1	**Investigate current practices in relation to resource usage**	1.1	Identify environmental regulations applying to the enterprise
		1.2	Assess procedures for assessing compliance with environmental regulations
		1.3	Collect information on environmental and resource efficiency systems and procedures and provide to the work group, as required
		1.4	Measure and record current resource usage by members of the work group
		1.5	Analyse and record current purchasing strategies
		1.6	Analyse current work processes to access information and data, and assist in identifying areas for improvement
2	**Set targets for improvements**	2.1	Seek input from stakeholders, key personnel and specialists
		2.2	Access external sources of information and data as required
		2.3	Evaluate alternative solutions to workplace environmental issues
		2.4	Set efficiency targets
3	**Implement performance**	3.1	Source and use techniques/tools to assist in achieving targets

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	improvement strategies	3.2	Apply continuous improvement strategies to own work area of responsibility, and communicate ideas and possible solutions to the work group and management
		3.3	Integrate environmental and resource efficiency improvement plans for own work group with other operational activities and implement them
		3.4	Seek suggestions and ideas about environmental and resource efficiency management from stakeholders and act upon them where appropriate
		3.5	Implement costing strategies to fully value environmental assets
4	**Monitor performance**	4.1	Document outcomes and communicate reports on targets to key personnel and stakeholders
		4.2	Evaluate strategies and environmental performance, including breaches or potential breaches of regulations and occurrences outside of standard procedure which may lead to lower environmental performance
		4.3	Set new targets and investigate and apply new tools and strategies
		4.4	Promote successful strategies and reward participants where possible

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

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Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements
- *ISO 14001:2015 Environmental management systems*

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Unit Mapping Information

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMENV472 Implement and monitor environmentally sustainable work practices

Modification History

Release 1. Supersedes and is equivalent to MSAENV472B Implement and monitor environmentally sustainable work practices

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and must include the ability to:

- investigate/analyse resource usage
- evaluate improvement alternatives and set targets
- implement improvements within the limit of own authority
- monitor the performance of improvements.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- relevant environmental and resource efficiency issues, specific to industry practices, including:
  - contribution to climate change and other macro threats that can arise from materials and work processes used
  - regulated environmental issues
  - issues relevant to licencing conditions
- best practice environmental approaches relevant to own area of responsibility
- methods for measuring and calculating resource usage.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations
  - will typically include a supervisor/third-party report focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - will typically include the use of appropriate tools, equipment and documents

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    - may use industry-based simulation for all or part of the unit particularly where safety, lack of opportunity or significant cost is an issue.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
    - walk-throughs
    - pilot plant operation
    - demonstration of skills
    - industry based case studies/scenarios
    - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSMSUP300 Identify and apply process improvements

Modification History

Release 2. Equivalent. Minor edits for improved clarity. Range of conditions removed. Duplication between Performance Evidence and Performance Criteria removed. Assessment conditions updated.

Release 1. Supersedes and is equivalent to MSAPMSUP300A Identify and implement opportunities to maximise production efficiencies.

Application

This unit covers the skills and knowledge required to identify, monitor and participate in strategies to improve production efficiencies.

This unit applies to all work environments and all operators across all functions, including experienced team leaders or supervisors, who are required to provide input into process improvement initiatives for a team or work area.

This unit applies to a wide range of processes and equipment. In large plants with multiple processes, it may apply to more than one process if those processes interact with each other.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Unit Sector

Support

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine issues that affect process efficiency	1.1 Investigate issues affecting output and quality 1.2 Determine potential and/or actual sources of wastage 1.3 Identify or develop appropriate performance measurement indicators

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Elements	**Performance Criteria**
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Identify hazards and required controls associated with the process
2. Monitor and measure process efficiency	2.1 Monitor performance of process or equipment or raw material usage 2.2 Identify variations and divergence from trends 2.3 Identify factors inhibiting process efficiency
3. Participate in developing strategies for improving process efficiencies	3.1 Analyse problems and areas for improvement in process efficiencies 3.2 Utilise appropriate problem-solving tools and techniques for identifying areas for improvement 3.3 Identify and take into account external factors 3.4 Identify required changes to process, standards and procedures 3.5 Recommend strategies for improvement to relevant personnel
4. Participate in applying process improvement strategies	4.1 Implement strategies to improve process efficiency 4.2 Monitor performance of changes 4.3 Evaluate results of changes 4.4 Report results to relevant personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 2. Supersedes and is equivalent to MSAPMSUP300A Identify and implement opportunities to maximise production efficiencies.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMSUP300 Identify and apply process improvements

Modification History

Release 2. Equivalent. Minor edits for improved clarity. Range of conditions removed. Duplication between Performance Evidence and Performance Criteria removed. Assessment conditions updated.

Release 1. Supersedes and is equivalent to MSAPMSUP300A Identify and implement opportunities to maximise production efficiencies.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- identified process efficiency issues, recommended improvements and contributed to the development, implementation and review of improvement strategies
-

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- duty of care
- organisation procedures
- information systems and data collation
- process inefficiencies
- measures of process efficiency
- problems and hazards that may arise in the work role and work environment, including:
  - their possible causes
  - potential consequences
  - appropriate risk controls
- relevant equipment and operational processes.
-

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - workplace documentation, forms and production reports

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSMSUP303 Identify equipment faults

Modification History

Release 1. Supersedes and is equivalent to MSAPMSUP303A Identify equipment faults

Application

This unit of competency covers the skills and knowledge required to plan and carry out checks to identify and deal with equipment faults and to determine solutions.

This unit of competency applies to experienced personnel, such as experienced operators, team leaders or supervisors, who are required to apply knowledge of materials, product purpose and processes to identify and deal with routine and non-routine faults in equipment, propose solutions, carry out solutions within scope of authority and competence and complete logs and reports.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members and the control room operator, as appropriate.

This unit of competency applies to all work environments and sectors within the industry. It does not include maintenance that would require trade-level skills. It is not intended that this competency would cover maintenance that is carried out in a workshop.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Support

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Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes		Performance criteria describe the performance needed to demonstrate achievement of the element	
1	Identify scope of operational check	1.1	Identify and classify equipment components and operating systems
		1.2	Match appropriate checks and procedures to the equipment operating systems
		1.3	Identify special checking procedures and parameters in manufacturer specifications and procedures
		1.4	Identify sources of information and data relevant to key variables
		1.5	Identify and control hazards
		1.6	Observe and undertake checks on the physical condition of equipment in accordance with procedures
		1.7	Record preliminary observations
		1.8	Discuss checking procedures with appropriate personnel and obtain necessary permission where required
2	Plan operational checks	2.1	Check specifications and notes from preliminary observations and identify areas to be clarified
		2.2	Plan sequence for checks, noting areas where results and observations should be recorded
		2.3	Ensure area is safe for operational check
		2.4	Make arrangements for any additional resources, including other employees
3	Check unit through full	3.1	Undertake operational checks observing relevant safety and operational requirements

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	operational range	3.2	Confirm results and findings
		3.3	Identify faults to be dealt with
4	Identify faults and formulate recommendations	4.1	Identify impact of faults on work schedule
		4.2	Record proposals for equipment repair based on faults found, cost/time implications and workplace approval systems
		4.3	Explain proposals to relevant workplace personnel, including any options and recommendations
		4.4	Take appropriate action to return equipment to full operation in accordance with procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

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Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- plant description manuals
- manufacturer instructions and specifications
- service manuals
- machine circuit diagrams for hydraulic/pneumatic and electrical/electronic circuits
- any similar instructions provided for the smooth running of the plant

Tools and equipment

Tools and equipment include one or more of the following:

- hand tools specific for the task
- product testing equipment (e.g. flowmeter, scales, tape measure, micrometer, calliper and ultrasonic thickness)
- equipment checking equipment (e.g. vibration meter, tachometer, current tester, thermal imaging and temperature gauge)

Hazards

Hazards include one or more of the following:

- rotating and moving machinery
- process materials, solids, fluids and gases under pressure or flowing
- temporary connections or by-passes
- electrical, hydraulic or pneumatic energy sources
- out-of-specification operation
- smoke, darkness and heat
- heat, smoke, dust or other atmospheric hazards
- electricity
- gas
- gases and liquids under pressure
- structural hazards
- structural collapse
- equipment failures

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- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- limited head spaces or overhangs
- working at heights, in restricted or confined spaces, or in environments subjected to heat, noise, dusts or vapours
- fire and explosion
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- extreme weather
- other hazards that might arise

Faults

Faults may arise from routine and non-routine causes and must be resolved by applying operational knowledge to apply existing, or develop new solutions, either individually or in collaboration with relevant experts to:

- determine faults needing action
- determine possible fault causes
- develop solutions to faults which do not have a known solution
- follow through items initiated until final resolution has occurred
- report faults outside area of responsibility/expertise to designated person

Non-routine faults are unexpected faults, or variations of previous faults and are associated with one or more of the following:

- out-of-specification product or variations
- response of equipment to materials variations
- new or changed materials
- changed equipment settings (e.g. higher speed or throughput)
- equipment breakdown or in need of maintenance

Operational knowledge includes one or more of the following:

- procedures
- training
- technical information such as journals, engineering specifications
- remembered experience
- relevant knowledge obtained from appropriate people

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Variables

Key variables to be monitored include one or more of the following:

- equipment performance (e.g. speed, output and variations)
- equipment component performance
- sequences and timing of operations
- materials changes (desired and not desired)

Sources of information and data

Sources of information and data include one or more of the following:

- plant data
- log sheets
- operational and performance reports
- physical aspects, such as noise, smell, feel and pressure condition monitoring information
- planned maintenance schedules
- procedures

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSAPMSUP303A Identify equipment faults

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMSUP303 Identify equipment faults

Modification History

Release 1. Supersedes and is equivalent to MSAPMSUP303A Identify equipment faults

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and must include the ability to:

- check and identify a fault within an item of equipment/plant
- ensure workplace is safe for checking and maintenance of equipment
- communicate effectively with personnel and all levels
- evaluate the impact of fault in terms of work schedule, cost/time and approvals needed and make recommendations for repairs
- apply operational knowledge to non-routine problems
- take appropriate action within scope of authority in accordance with procedures.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- organisation procedures, including:
  - work permit systems
  - safety, emergency and hazard control
  - standard operating procedures (SOPs)
- hazards that may arise in the job/work environment, including:
- their possible causes
- potential consequences
- appropriate risk controls/ hierarchy of control
- principles of the operation of the equipment to be maintained:
  - operating principles for mechanical, hydraulic, pneumatic and electrical/electronic systems
  - functions and troubleshooting of internal components and their problems
  - routine and non-routine causes of equipment failures and the service conditions which may increase maintenance
- types and application of testing procedures and equipment.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.

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- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operations
  - will typically include a supervisor/third-party report focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems
  - may use industry-based simulation for all or part of the unit particularly where safety, lack of opportunity or significant cost is an issue.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
  - walk-throughs
  - pilot plant operation
  - demonstration of skills
  - industry-based case studies/scenarios
  - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSMSUP330 Develop and adjust a production schedule

Modification History

Release 1. Supersedes and is equivalent to MSAPMSUP330A Develop and adjust a production schedule

Application

This unit of competency covers the skills and knowledge required to plan, schedule and prioritise production to meet operational requirements.

This unit of competency applies to experienced operators, team leaders or similar who are required to optimise plant production and costs of production using daily and weekly run plan guidelines/production schedules.

The person will have detailed operational and process knowledge but is not required to demonstrate 'hands on' operation of equipment as part of this competency.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members and the control room operator, as appropriate.

This unit of competency applies to all work environments and sectors within the industry.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Support

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Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes		Performance criteria describe the performance needed to demonstrate achievement of the element	
1	Identify resources to meet production requirements	1.1	Determine demand for product
		1.2	Access and verify information on orders, stocks and delivery
		1.3	Determine plant/production equipment capacity
		1.4	Determine material requirements
		1.5	Determine human resource requirements
		1.6	Identify and control hazards
2	Develop schedules	2.1	Determine production priorities
		2.2	Identify production opportunities ('windows')
		2.3	Develop production schedules in accordance with procedures taking account of health, safety and environment (HSE) requirements
		2.4	Communicate and distribute production schedules to appropriate personnel
3	Monitor production schedules	3.1	Monitor production output against schedule
		3.2	Identify variations between production and schedule
		3.3	Record operational variation and discuss with appropriate personnel
		3.4	Identify possible cause of variation
4	Adjust schedules	4.1	Adjust schedules in response to operational variation

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4.2 Adjust schedules in response to unexpected events

4.3 Distribute adjusted/amended schedules to appropriate personnel

4.4 Maintain product output in accordance with production and HSE requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

All operations are subject to stringent HSE requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form,

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and include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Hazards Hazards include one or more of the following:

- smoke, darkness and heat
- heat, smoke, dust or other atmospheric hazards
- electricity
- gas
- gases and liquids under pressure
- structural hazards
- structural collapse
- equipment failures
- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- limited head spaces or overhangs
- working at heights, in restricted or confined spaces, or in environments subjected to heat, noise, dusts or vapours
- fire and explosion
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- extreme weather
- other hazards that might arise

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSAPMSUP330A Develop and adjust a production schedule

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Links

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Assessment Requirements for MSMSUP330 Develop and adjust a production schedule

Modification History

Release 1. Supersedes and is equivalent to MSAPMSUP330A Develop and adjust a production schedule

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and must include the ability to:

- identify production objectives, priorities, targets and resource requirements
- plan, sequence and schedule production taking account of health, safety and environment (HSE) priorities
- monitor and adjust schedules in response to operational variations
- communicate effectively with other personnel.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- organisation procedures
- hazards that may arise in the job/work environment, including:
  - their possible causes
  - potential consequences
  - appropriate risk controls
  - hierarchy of control
- customer and quality requirements
- routine and non-routine causes of production variation
- relevant equipment and operational processes
- types of adjustments that can be made and their likely impact on process/plant efficiencies and production outcomes/targets.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operations

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  - will typically include a supervisor/third-party report focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems
  - may use industry-based simulation for all or part of the unit particularly where safety, lack of opportunity or significant cost is an issue.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
  - walk-throughs
  - pilot plant operation
  - demonstration of skills
  - industry-based case studies/scenarios
  - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSS024018 Perform sampling and testing of water

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Application

This unit describes the skills and knowledge to sample natural, polluted and process water for both chemical and microbiological parameters and perform field measurements on them.

This unit applies to environmental technicians working in a range of industry sectors, including environmental services; clean water; natural resource management; water treatment, storm and wastewater management; environmental compliance, auditing and inspection; solid and hazardous waste management; site remediation; management of contaminated sites; geotechnical services and civil engineering.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Sampling and testing

Unit Sector

Environmental

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Confirm sampling and testing requirements**	1.1 Read the sampling plan to confirm the timing and frequency of sampling and the location, number and type of samples
		1.2 Check that all sampling and testing procedures are in accordance with client or workplace requirements, standards and codes

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
2 **Prepare for water sampling**	2.1 Identify site and sampling hazards and safety requirements
	2.2 Liaise with personnel to arrange site access, clearances and permits
	2.3 Select sampling equipment and conditions to achieve representative samples and preserve sample integrity during collection, storage and transit
	2.4 Ensure all reagents, solutions, standards and blanks are obtained and prepared ready for field use
	2.5 Select field test equipment and instruments and check operation and calibration in accordance with procedures and manufacturer instructions
	2.6 Assemble and check all sampling equipment, field test equipment, materials, containers and safety equipment
	2.7 Arrange suitable transport to, from and around site
3 **Conduct sampling of water**	3.1 Locate sampling sites and services at the site
	3.2 Conduct representative sampling in accordance with sampling plan and defined procedures for field and laboratory testing
	3.3 Ensure all controls, blanks and replicate samples are correctly integrated into the sampling process
	3.4 Record all information and label samples in accordance with traceability requirements
	3.5 Record environmental conditions and any atypical observations made during sampling that may impact on sample representativeness or integrity
	3.6 Transport all samples back to base according to workplace procedures and codes

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
		3.7	Distribute samples or sub-samples to required destinations for testing, maintaining sample integrity, traceability and chain of custody requirements
4	**Conduct field testing of water**	4.1	Obtain sample or sub-sample for designated field test, or locate testing location for in-situ testing
		4.2	Check equipment and instrument set-up and reagents and calibrate to ensure safe operation and valid results
		4.3	Run quality control (QC) samples to check method validity
		4.4	Operate equipment and instruments in accordance with test method requirements
		4.5	Perform tests, procedures, observations on all samples, and standards in accordance with specified methods
		4.6	Record all field observations and results and ensure that they are accurately transferred to workplace information database
5	**Maintain a safe work environment**	5.1	Use defined safe work practices and personal protective equipment to ensure personal safety and that of others
		5.2	Minimise the generation of waste
		5.3	Rehabilitate sampling site to render it safe and minimise environmental impacts
		5.4	Clean all equipment, containers, work area and vehicles according to workplace procedures
		5.5	Check serviceability of all equipment before storage
		5.6	Safely collect all hazardous wastes for disposal

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS024006 Perform sampling and testing of water.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS024018 Perform sampling and testing of water

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- sampled natural, polluted or process water for both chemical and microbiological parameters
- conducted field tests of at least 2 water samples.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- scientific terminology used in job role covering water chemistry, biology and microbiology
- hydrologic cycle
- fundamentals of aquatic chemistry, including:
  - physical and chemical properties of water
  - chemical equilibria in natural, polluted and process waters
  - biogeochemical processes in freshwater and marine systems
  - water analytical environmental chemistry
  - environmental contaminants in water (fate, transport and bioaccumulation)
- fundamentals of hydrobiology, including:
  - aquatic and benthic flora and fauna
  - aquatic microorganisms
  - marine, estuarine and freshwater ecosystems
  - stratification and eutrophication in water bodies
  - aquatic microbiology
- principles of representative sampling
- principles and procedures for random, systematic and stratified sampling, including consistency of sampling procedures
- laboratory and field test parameters and measurements
- preservation of the integrity of samples
- maintaining identification of samples relative to their source
- workplace and legal traceability requirements

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- cost-effectiveness of sampling
- common characteristics of water to be sampled and likely contaminants
- links between quality control, quality assurance, quality management systems and sampling procedures
- workplace procedures dealing with legislative requirements for the handling, labelling and transport of hazardous goods
- hazards for role
- health and safety and site environmental management requirements
- importance of personal and environmental safe work procedures particularly at high risk sites
- field test equipment

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of facilities, equipment and resources, including:
  - vehicle transport, survey or test equipment, water sampling and monitoring equipment, camera, consumables
  - documentation, including work program, maps and field protocols, codes of practice, user manuals, workplace safety procedures and sampling, test or survey methods.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS027018 Undertake complex environmental project work

Modification History

Release 1. Updated unit code. Changes to elements and performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Application

This unit describes the skills and knowledge to carry out complex environmental project activities and/or coordinate the activities of concurrent projects. Personnel are required to review and confirm the requirements of each project activity, organise and carry out project activities, oversee the progress of projects activities and finalise the work in each case. They may be responsible for all or some project deliverables, work in teams on aspects of projects, and may liaise with multiple clients.

This unit applies to environmental site coordinators, environmental managers and senior environmental officers working in all industry sectors. They may also work under the supervision of an environmental scientist or engineer, site manager or workplace environmental manager.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

MSS025023	Plan and conduct environmental project work

Competency Field

Project management

Unit Sector

Environmental

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Review and**	1.1 Confirm own role, limits of responsibility and reporting

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
	confirm project requirements with manager	requirements for assigned projects
		1.2 Read and interpret workplace project management procedures and controls
		1.3 Read and interpret background information for each project to clarify intended outcomes, key stakeholders, drivers and likely constraints
		1.4 Read and interpret project plans and clarify roles and responsibilities of project team members, deliverables, timeframes, stakeholder involvement and available resources
		1.5 Negotiate changes to project plans in accordance with workplace project management procedures
		1.6 Update project plans with confirmed information for milestones, resources, team members and stakeholder details
2	**Organise and undertake project activities**	2.1 Use project management tools to achieve efficient integration and sequencing of projects activities
		2.2 Consolidate schedules of activities, timeframes and milestones on a single planning management framework to enable efficient monitoring of each project activity
		2.3 Identify possible and actual clashes in activities and negotiate alternatives with management
		2.4 Carry out own project tasks in accordance with project plans and manage any variations in accordance with workplace project management procedures
		2.5 Capture, record and store required project information and data
		2.6 Support project team members to achieve project milestones and assigned outputs with resources available
		2.7 Seek manager’s advice when challenges are beyond own technical competence or when input from environmental specialists is required

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
3 **Manage the progress of multiple projects**	3.1 Anticipate risks to progress or achievement of project outcomes and notify relevant personnel in accordance with risk management plans
	3.2 Monitor completion of project activities and progress against targets and milestones
	3.3 Negotiate and implement corrective actions with project team members and managers in accordance with workplace project management procedures and controls
	3.4 Develop solutions in response to project problems and unforeseen or changed circumstances in consultation with manager
	3.5 Provide regular project reports in accordance with project plans and workplace project management procedures
4 **Finalise project activities**	4.1 Provide deliverables for each project activity in accordance with the specified timeframe and quality standards
	4.2 Provide deliverables for each project activity in accordance with the specified timeframe and quality standards
	4.3 Ensure all project records are accurate and complete
	4.4 Evaluate project processes to identify unresolved issues and recommend opportunities for improvement of future project activities
	4.5 Write timely and accurate project reports in accordance with workplace project management procedures and using the specified style, language and formats
	4.6 Archive project information and return borrowed and unused resources in accordance with workplace project management procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS027010 Undertake complex environmental project work.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS027018 Undertake complex environmental project work

Modification History

Release 1. Updated unit code. Changes to elements and performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- scoped, planned and managed at least 2 projects or project activities that involved complex environmental work (either individually or as part of a team), including managing or monitoring projects and activities associated with one or more of the following:
  - planning, operation or closure of construction, infrastructure, industrial and mining sites
  - rehabilitation of sites
  - revegetation of sites
  - management of pests
  - acid sulphate soils
  - acid rock drainage
  - wetlands
  - stormwater systems
  - air quality, dust and emissions or odours
  - water quality and water supply or use issues
  - contaminated sites
  - waste, stockpiles and waste rock dumps
  - protection of biodiversity
  - acquisition and commissioning of complex equipment
  - significant quality improvement projects
  - set-up and operation of remote sensing sites
  - set-up and operation of groundwater bores
  - investigating a multifaceted or difficult environmental complaint, non-conformance or incident.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

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- environmental protection and management terminology, concepts and principles used in job role
- legislative, regulatory, permit, licensing and approval requirements and processes relevant to site and project activities
- workplace business goals, key performance indicators and key result areas relevant to site and project activities
- site and project characteristics, nature of activities conducted at site, environmental management values, environmental issues, risks and impacts
- workplace environmental management plans, procedures, control measures and management actions for site and project activities
- project management principles
- project plan components
- project management software and tools
- project information and data
- workplace project management procedures and controls, including:
  - project governance requirements
  - stakeholder management
  - quality standards
  - risk management plans
  - record management and reporting, confidentiality and security of information
  - quotation, tendering, procurement and contract management procedures, and delegations
  - financial management procedures
  - human resource management procedures and industrial agreements
- solutions to project problems
- techniques for achieving effective communication, teamwork and cooperation; negotiating and resolving conflict
- troubleshooting and problem-solving techniques.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS403011 Facilitate implementation of competitive systems and practices

Modification History

Release 1. Supersedes and is equivalent to MSS403011A Facilitate implementation of competitive systems and practices

Application

This unit of competency covers the skills and knowledge required by individuals who facilitate, lead or mentor others in competitive systems and practices implementation in a work area.

This unit applies to people responsible for facilitating others in implementing competitive systems and practices in their work. It may apply to formally designated team leaders or people given special roles in the implementation process that go beyond their own work and which involve guiding, facilitating or mentoring others. The unit applies to competitive systems and practices implementation activities at the work area or section level.

The unit requires an individual to integrate a range of competitive systems and practices knowledge and skills as part of their role. The unit covers assisting others to understand and apply a holistic view of their job and their role within an organisation, including the objectives that must be met as part of competitive systems and practices used by the organisation.

This unit requires the application of skills associated with communication, teamwork, problem solving, initiative and enterprise, planning and organising, and self-management. This unit has a strong emphasis on planning and implementation, and also requires an ability to learn from experience and feed new information back into strategies to improve own performance and that of others.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

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Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Facilitate the development of process and competitive systems and practices knowledge**	1.1	Ensure necessary technical documentation and information about the process and competitive systems and practices is available.
		1.2	Assist and mentor others in accessing information.
		1.3	Identify work activities which may inhibit the ongoing development of competitive systems and practices skills and knowledge of others.
		1.4	Arrange for the provision of workforce development and training for self and others, as appropriate.
		1.5	Encourage others to apply technical knowledge to the improvement process.
2	**Facilitate commitment to efficiency improvements**	2.1	Ensure budgets, operating procedures and other related documentation is available.
		2.2	Assist others to apply this information to their work responsibilities.
		2.3	Encourage the identification of waste.
		2.4	Encourage an environment where efficiency improvements are recommended by fellow employees.
3	**Encourage a competitive systems and**	3.1	Encourage and, where necessary, develop communications between specialists and work group members.

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	practices approach to work	3.2	Lead development of strategies to monitor and deal with identified waste issues.
		3.3	Resource and encourage other employees to identify and take action on potential problems.
		3.4	Arrange for workforce development and training for self and others, as required, in relevant competitive systems and practice procedures and techniques.
		3.5	Guide others in relating identified problems to the maintenance strategy, and developing any required changes, to ensure awareness, learning and commitment.
4	**Implement process and organisation improvements**	4.1	Plan the implementation of work group suggestions and externally suggested improvements.
		4.2	Facilitate commitment to, and involvement in, the implementation planning of improvements and to follow improvements to their conclusion.
		4.3	Encourage the application of the 'plan, do, measure, improve, control' approach to the job.
		4.4	Arrange for workforce development and training, as required, to facilitate continued involvement by others in improvement processes.
		4.5	Involve work group and other key personnel in identification of skill needs and means of skills acquisition to fill any identified gaps.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect

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performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
Budgets include one or more of:	• financial • time • materials/products • other business plans which are relevant to the team and the work area.
Categories of waste include one or more of:	• excess production and early production • delays • movement and transport • poor process design • inventory • inefficient performance of a process • making defective items • activities which do not yield any benefit to the organisation or any benefit to the organisations customers.
Key reliability issues	• cleanliness

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include one or more of:	• poor lubrication • incorrect adjustment • poor training and instructions for employees.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS403011A Facilitate implementation of competitive systems and practices

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS403011 Facilitate implementation of competitive systems and practices

Modification History

Release 1. Supersedes and is equivalent to MSS403011A Facilitate implementation of competitive systems and practices

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for three (3) or more organisation improvements which include the facilitation of competitive systems and practices, to:

- identify processes and products of the organisation and work area
- analyse future skill development needs of work group
- mentor effectively in a one-on-one situation
- facilitate communication between work group and external competitive systems and practices specialists and managers
- lead work group in identifying efficiency improvements and elimination of waste.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role independently, including:

- information technology systems used in the organisation
- features of competitive operational practices in own work area
- monitoring and data gathering systems in work area (e.g. SCADA, ERP and MRP)
- methods of gathering data against key performance indicators (KPIs)
- facilitation techniques to encourage work group development and improvement.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency

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  - must include facilitation of competitive systems and practices implementation in own workplace
  - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.
- Assessment should occur in operational workplace situations.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS403032 Analyse manual handling processes

Modification History

Release 1. Supersedes and is equivalent to MSS403032A Analyse manual handling processes

Application

This unit of competency covers the skills and knowledge required to analyse manual handling in terms of its efficiency and safety.

This unit applies to an individual who is required to examine the manual handling component of a job and improve it in terms of safety, effort required and efficiency. This may be conducted for a job performed by others or it may be for the person's own job.

This unit primarily requires the application of skills associated with problem solving, initiative and enterprise to identify safe and efficient manual handling, and planning and organising to ensure processes are implemented. This unit also requires communication with, and involvement of, others to ensure they understand the approach and to facilitate training.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Assess manual**	1.1	Identify manual handling hazards in work area.

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	handling risks	1.2	Assess risks arising from manual handling hazards.
2	**Analyse physical effort requirements of job**	2.1	Determine basic manual handling requirements of job.
		2.2	Analyse requirements in terms of components, such as lift, move, place and hold.
		2.3	Analyse items to be handled in terms such as weight, size, shape or other hazards.
3	**Determine time/effort components of physical effort**	3.1	Break required movement pattern down into movement components.
		3.2	Determine time and effort requirements for movements.
		3.3	Develop alternative movement patterns.
		3.4	Determine time and effort requirements for alternative movements.
		3.5	Determine handling aids required to assist movement.
		3.6	Determine preferred movement pattern.
4	**Analyse the ergonomics of physical effort**	4.1	Analyse the ergonomics of the preferred movement pattern.
		4.2	Develop substitute movements for any movement which is not ergonomically sound.
		4.3	Determine handling aids required to improve ergonomics of required movements.
5	**Optimise application of physical effort**	5.1	Select movement patterns which are ergonomically sound and time and effort efficient.
		5.2	Ensure all relevant people are trained to use these methods.
		5.3	Ensure procedures and practices reflect the optimum methods.

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5.4	Communicate with team members and involve them in development of alternatives to ensure awareness and facilitate learning.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
Procedures (written,	• work instructions

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verbal, visual, computer based, etc.) include one or more of:	• standard operating procedures (SOPs) • safe work method statements • formulas/recipes • batch sheets • temporary instructions • any similar instructions provided for the smooth running of the plant.
Manual handling hazards include one or more of	• loads that pose a risk of injury • ergonomically unsound movements • hazard requirements as defined by relevant work health and safety (WHS) Acts and regulations, industry standards and best practice.
Ergonomically unsound movements include one or more of	• awkward and repetitive movements • carrying, pushing, pulling or lifting of heavy loads • carrying or movement of hard, sharp, slippery or other difficult to grasp loads.
Ergonomically sound movements include one or more of	• keeping loads close to the body and near the person's centre of gravity • using diagonal foot positions for lifting • moving loads at waist height rather than directly from the floor.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS403032A Analyse manual handling processes

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS403032 Analyse manual handling processes

Modification History

Release 1. Supersedes and is equivalent to MSS403032A Analyse manual handling processes

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for at least (1) one job/process, to:

- analyse manual handling requirements and risks
- distinguish between ergonomically sound and unsound movement
- analyse manual handling movements and risks for an individual
- relate manual handling requirements to job efficiency.

Knowledge Evidence

- Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role independently, including:
- principles of ergonomics/safe movement
- principles of work analysis
- relevant work health and safety (WHS) Acts and regulations as they apply to manual handling
- principles of job and work method design as applied to efficient and safe movement
- aids that can assist with or substitute for manual handling.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include analysing manual handling processes in own workplace

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  - will typically include the use of appropriate manual handling guides, tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.
- Assessment should occur in operational workplace situations.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS405013 Facilitate holistic culture improvement in an organisation

Modification History

Release 2. Minor updates and removal of superfluous information. Equivalent unit. Supersedes and is equivalent to MSS403013 Lead team culture improvement.

Application

This unit of competency covers the skills and knowledge required by a manager in an organisation that has embarked on competitive systems and practices and who seeks to change/improve the organisation culture to be consistent with that required to maximise the benefits from a competitive systems and practices strategy.

This unit primarily requires the application of skills associated with communication, teamwork, problem solving, and initiative and enterprise in order to assess and address culture development needs in the organisation. Planning and organising is required to ensure a systematic approach to the development of an organisation's culture that supports competitive systems and practices processes.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil.

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements Elements describe the essential outcomes.	**Performance Criteria** Performance criteria describe the performance needed to demonstrate achievement of the element.	
1. Facilitate company-wide appreciation for the competitive	1.1	Communicate with all levels of the organisation the objectives and benefits of a competitive systems

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systems and practices strategy		and practices strategy
	1.2	Communicate to all levels of the organisation the techniques and methods that will be used in achieving the competitive systems and practices strategy
	1.3	Facilitate the development of a systems approach to how the organisation works
	1.4	Establish mechanisms to measure current understanding of, and support for, competitive systems and practices amongst employees and other stakeholders
	1.5	Set targets for culture improvement from measurement of current understanding and support for competitive systems and practices
	1.6	Demonstrate a constancy of purpose for the organisation in the push for the continual improvement in all activities.
	1.7	Break down any communication barriers between parts of the organisation that may inhibit the competitive systems and practices strategy
	1.8	Develop a work structure that allows for everyone to participate and be heard in the transformation of the organisation
2. Facilitate application of knowledge about variation and ways to improve the operational processes	2.1	Facilitate commitment to enterprise data collection procedures
	2.2	Facilitate the identification of variation in processes
	2.3	Facilitate review of processes with a view to reducing variation
	2.4	Encourage the approach of building quality in and eliminating the need for end of process inspection
3. Facilitate development of knowledge and skill acquisition	3.1	Involve employees in identification of skill needs and any skills gaps
	3.2	Develop strategies for training, skills acquisition and employee self- improvement

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	3.3	Set key performance indicators (KPIs) for training, skills acquisition and employee self-improvement
	3.4	Institute on and off-the-job training
	3.5	Institute a vigorous program of education and self-improvement for all employees
	3.6	Monitor KPIs and adjust training, skills acquisition and employee self- improvement strategies and delivery
4. Facilitate development of support within the organisation for competitive systems and practices	4.1	Ensure sufficient resources and adequate equipment is available to meet the requirements of the competitive systems and practices strategy
	4.2	Encourage acceptance of change
	4.3	Encourage employee commitment to and responsibility for the quality of their own work
	4.4	Monitor the level of employee understanding and support for competitive systems and practices
	4.5	Provide continuous feedback and communication of progress at all levels in implementing the strategy

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range of Conditions
Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Competitive systems and practices include one or more of:	• 5S • agile operations • breakthrough improvement (kaizen blitz) • cause/effect diagrams • continuous improvement (kaizen) • current reality tree • just in time (JIT), Kanban and other pull-related operations control systems • lean operations • overall equipment effectiveness (OEE) • preventative and predictive maintenance approaches • problem solving • process mapping • run charts • standard procedures • statistical process control systems, including six sigma and three sigma • supply, value, and demand chain monitoring and analysis • takt time.
Systems approach includes consideration of all of:	• customer requirements • effect of changes • internal/external relationships through which products and services are produced • member of the public issues • supplier issues • value stream member requirements • other external individual, group or organisation.
Mechanisms to measure current understanding and support for competitive systems and practices include one or more of:	• employee surveys • individual consultations with selected employees and employee representatives • information from toolbox meetings and other employee consultations • monitoring of suggestion schemes • qualitative and/or quantitative methods.

Unit Mapping Information

Release 2. Equivalent to Release 1. Supersedes and is equivalent to MSS403013 Lead team culture improvement

Release 1. Minor updates and removal of superfluous information.

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Links

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Assessment Requirements for MSS405013 Facilitate holistic culture improvement in an organisation

Modification History

Release 2. Minor updates and removal of superfluous information. Equivalent unit. Supersedes and is equivalent to MSS403013 Lead team culture improvement.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and has facilitated:

- culture improvement for an organisation, department or section
- appreciation for competitive systems and practices
- reduction in variation
- development of knowledge and skills
- increased support for competitive systems and practices.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- competitive systems and practices tools relevant to the organisation and its processes, their features and benefits
- the use of techniques for measuring support and culture
- organisation processes
- change management
- persuasion and influence techniques
- employee assistance available to facilitate coping with change.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS407014 Prepare for and implement change

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Application

This unit describes the skills and knowledge required to establish 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. This unit applies to a desired change that has already been identified.

The unit applies to subsections of an organisation, such as a team, area or department, or a small or medium sized enterprise (SME). This unit may also be applied in service organisations applying competitive systems and practices principles.

This unit applies to team leaders or managers with influence, authority and responsibility over change processes.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Define the change**	1.1	Determine the purpose of the change
		1.2	Identify key change project personnel

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
		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 the impact of the solution on any codes of practice, standards, contracts and 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	Resolve conflicts impacting implementation
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 transition approach
4	**Build and write high level change**	4.1	Develop high level involvement plan
		4.2	Develop high level stakeholder communication plan

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
	plans	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 and monitor to confirm change objectives have been met
		5.2	Transfer ownership of post-change operations from change agents
		5.3	Ensure support structures are in place
		5.4	Check alignments have been obtained
		5.5	Check competencies have been developed and will be maintained
		5.6	Ensure base line is defined for continuous improvement
		5.7	Review project and capture learning from the project
		5.8	Sustain improvement by standardising

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS407001 Prepare for and implement change.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS407014 Prepare for and implement change

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- planned for and implemented change for at least 1 already identified change in an organisation.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- competitive systems and practices principles
- change management and high level change plans
- high level change network
- key change personnel
- organisation change capacity
- specific risk dimensions
- transition approach to change
- methods of determining competency gaps in team members
- project planning and management.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS407015 Build relationships between teams in an operations environment

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Application

This unit describes the skills and knowledge required to develop respect and trust between individuals, teams, supervisors and management to develop a suitable culture for implementing and sustaining competitive systems and practices initiatives. This includes developing a 'whole of value stream' 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.

This unit applies to team leaders or managers with influence, authority and responsibility over teams and who have a role in assisting with implementing an organisation competitive systems and practices culture.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Identify organisational**	1.1	Map actual and intended process flows within and between teams

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
	relationships	1.2	Map actual and intended communication, information and 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 and interactions
		1.5	Determine the consequences in terms of customer benefit of the actual flows and 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 and 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 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 and competition
		4.2	Examine flows and interactions for sources of conflict and competition

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
	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
	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 and drafted changes
	5.6	Facilitate the implementation of the agreed solutions
	5.7	Monitor implementation and take actions to ensure agreed changes become standard practice

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS407006 Build relationships between teams in an operations environment.

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Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS407015 Build relationships between teams in an operations environment

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- critically examined and mapped relationships within and between downstream, upstream and support teams for at least 1 organisation
- identified sources of conflict, tensions and competitions and developed, implemented and monitored at least 1 consensus solution.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- competitive systems and practices principles, strategies and techniques
- organisational goals, products and processes
- types of KPIs, their applications and limits
- approval processes within organisation
- communication methods across a variety of media and formats, including preparation of formal proposals and negotiations
- continuous improvement
- process mapping, communication and people interaction mapping
- customer perception of value.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS408009 Develop models of future state operations practice

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Foundation skills information added. Assessment requirements changed. Supersedes and is equivalent to MSS408003 Develop models of future state operations practice.

Application

This unit describes the skills and knowledge required to establish processes for identifying future state models of best practice for operations 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 stream.

This unit applies in an environment where operations 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.

This unit applies to individuals who are familiar with competitive systems and practices, value stream mapping and culture improvement.

This unit may also be applied to non-production areas and service organisations applying competitive systems and practices principles.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil.

Competency Field

Competitive systems and practices

Unit Sector

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1. Develop a shared future state model	1.1	Establish a representative team
	1.2	Analyse a value stream map of a section of the value stream
	1.3	Determine the current state of practice across the value stream
	1.4	Identify overall organisation strategy, direction and competitive systems and practices philosophy
	1.5	Validate view with process and system owner and representative team
2. Develop and review a collaborative best practice model	2.1	Develop a future state model of practice
	2.2	Review model in consultation with process and system owners and stakeholders across the value stream
	2.3	Modify model to deliver better results for the customer and reduce muda (waste)
	2.4	Develop written 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	Calculate cost-benefit 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

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	4.6	Validate measures and methods with relevant managers

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

Supersedes and is equivalent to MSS408003 Develop models of future state operations practice.

Links

The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS408009 Develop models of future state operations practice

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Foundation skills information added. Assessment requirements changed. Supersedes and is equivalent to MSS408003 Develop models of future state operations practice.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- developed and reviewed 1 model of future state operations practice for an organisation.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- key indications of current position or progress towards the future state, including:
  - output quantities and qualities
  - variability in quality and quantity
  - uptime
  - investment hurdle rates and actual rates of return
  - sustainability indicators
  - reliability indicators
  - key performance indicators (KPIs) appropriate to the organisation and its technology and processes
- value stream mapping and analysis
- types of muda (waste), causes and costs
- competitive systems and practices tools relevant to the organisation and process
- techniques for creating and evaluating future state models.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSTGN3017 Monitor and operate trade waste process

Modification History

Release 1. Supersedes **and is equivalent to** MSTGN3007 Monitor and operate trade waste.

Application

This unit of competency describes the skills and knowledge required to monitor, operate, measure and report on trade waste system performance and process quality control in work areas / processing plant operations. Work may be conducted in restricted spaces or exposed conditions or controlled or open environments.

This unit applies to all sectors of the textiles, clothing and footwear (TCF) industry.

Work may be conducted in small to large scale enterprises and may involve individual and team activities. Work is performed within defined procedures under direct supervision.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Generic

Elements and Performance Criteria

Elements *Elements describe the* essential *outcomes.*	**Performance Criteria** *Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Monitor treatment plant performance	1.1 Determine job and safe work requirements from work information 1.2 Conduct and assess routine waste treatment plant inspections in accordance with organisational and plant requirements 1.3 Collect and conduct tests of waste samples in accordance with organisational and plant requirements 1.4 Collect and report waste process data in accordance with organisational and plant requirements 1.5 Identify and report corrosion damage

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Elements *Elements describe the* essential *outcomes.*	**Performance Criteria** *Performance criteria describe the performance needed to demonstrate achievement of the element.*
2. Control chemical use	2.1 Use, handle and store chemicals used in waste treatment in accordance with organisational and statutory requirements 2.2 Prepare chemical dosing for waste treatment in accordance with plant processes and organisational and statutory requirements 2.3 Maintain information related to chemical supply and usage in accordance with statutory requirements 2.4 Interact and communicate with other employees and relevant authorities about chemical use and supplies
3. Operate and control processes	3.1 Monitor processes to maintain parameters of waste treatment operation 3.2 Identify and report process faults and operational conditions of plant in accordance with organisational and statutory requirements 3.3 Make basic system adjustments to enhance system performance to ensure waste treatment complies with organisational and statutory requirements 3.4 Compile reports developed from plant and system data to meet organisational and statutory requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Reading skills to interpret statutory requirements for waste treatment
- Numeracy skills to accurately measure and mix doses for waste treatment and interpret test results.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Release 1. Supersedes **and is equivalent to** MSTGN3007 Monitor and operate trade waste.

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e

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Assessment Requirements for MSTGN3017 Monitor and operate trade waste process

Modification History

Release 1. Supersedes **and is equivalent to** MSTGN3007 Monitor and operate trade waste.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- operated and maintained a trade waste treatment system for at least 1 waste product, including:
    - conducting routine plant inspections
    - collecting and conducting tests of process samples
    - complying with organisational and statutory requirements for chemical use and waste processing
    - complied reports using data extracted from plant and system.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- key requirements of Australian and industry standards, regulations and codes of practice relevant to waste product and waste disposal
- Environment Protection Authority (EPA) requirements for disposing of trade waste, including licencing arrangements and types of waste that can be discharged into sewers
- types of samples taken, and tests carried out on waste, and their purpose, including:
    - dissolved oxygen
    - pH
    - settling tests
- waste processing, including:
    - activated sludge
    - biodegradable reduction
    - chemical precipitation
    - solids handling
- chemical dosing processes
- hazardous material handling procedures
- work health and environmental aspects of relevant testing processes
- monitoring systems and equipment, including:
    - electronic monitoring and metering systems

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    - manual chart recording systems
    - laboratory testing and sampling equipment
    - computerised equipment
- workplace recording and reporting practices.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
    - waste treatment plant set up with standard operating procedures (SOPs)
    - regulatory and organisational requirements for waste treatment.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e

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NWPGEN006 Implement and manage environmental management policies

Modification History

Release 2: Minor document layout changes, no content changes.

Release 1: This unit was released in NWP Water Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to NWP505B Implement and monitor environmental management policies, plans, procedures and programs.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Unit title changed to better reflect unit outcomes
- Elements 2 and 3 merged
- PC 3.1, 3.2 and 3.3 merged

Application

This unit involves the skills and knowledge required to implement and manage environmental management policies.

It includes consulting with stakeholders effectively, interpreting complex information and maintaining environmental records. It also includes implementing and monitoring procedures for quantifying environmental impacts, controlling risks and dealing with environmental incidents.

This unit applies to those working as managers with responsibility for environmental management within the organisation. Those undertaking this unit would work autonomously, supervising staff, while performing sophisticated tasks in a range of familiar contexts.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

General

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Gather environmental management information**	**1.1**	Review and interpret the organisation environmental policies and plans against current environmental legislation and perceived stakeholder attitudes and expectations
		1.2	Identify all stakeholders and their relationship with the enterprise and their impact on, or relationship with, policies and plans
		1.3	Identify the available resources to implement policies and plans
		1.4	Confirm responsibilities and authorities as outlined in the policies and plans
		1.5	Establish best practice procedures for the implementation of management plans
2	**Implement and monitor environmental policies and plans**	**2.1**	Develop and apply environmental management processes and workplace procedures to achieve policy
		2.2	Monitor the effectiveness of policies and plans against objectives, timelines and key performance indicators
		2.3	Audit environmental management processes and workplace procedures
		2.4	Review and modify processes and procedures to achieve policy and plan objectives
		2.5	Identify, quantify and report environmental risks as well as existing and potential events and or activities that may affect the environment
3	**Implement and monitor the procedures for quantifying**	**3.1**	Implement work procedures to control risks or remedy damage

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	environmental impacts and controlling risks		
		3.2	Monitor risk control measures and report results
		3.3	Identify inadequacies in risk control measures, report to the appropriate authority and remedy
		3.4	Quantify and record environmental impacts
		3.5	Report adverse environmental impacts and make recommendations to minimise the impacts
4	**Implement and monitor procedures for dealing with environmental incidents**	**4.1**	Implement workplace procedures for managing incidents of environmental significance or harm to ensure prompt control and remediation
		4.2	Investigate incidents of environmental impact to identify their cause
		4.3	Implement control measures to prevent recurrence and minimise risks of events
		4.4	Record and report incidences of environmental impact, significance or harm according to enterprise procedures and legislative requirements
5	**Maintain environmental records**	**5.1**	Complete environmental management documentation for the work area
		5.2	Store environmental records for easy access and review
		5.3	Identify long term trends and impacts through review and assessment of environmental records
		5.4	Report results of record reviews

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Unit Mapping Information

This unit replaces and is equivalent to NWP505B Implement and manage environmental management policies, plans, procedures and programs

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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Assessment Requirements for NWPGEN006 Implement and manage environmental management policies

Modification History

Release 2: Minor document layout changes and assessment conditions updated.

Release 1: These Assessment Requirements were released in NWP Water Training Package release 1.0 and meet the Standards for Training Packages.

- Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes:

- applying control procedures
- applying enterprise environmental policies
- applying relevant legislative requirements
- assessing and managing risks
- assessing environmental risks
- collecting, recording, assessing and reporting data associated with the performance of the environmental management plan
- consulting and communicating with internal and external groups and/or individuals
- gathering and interpreting information relating to environmental management
- implementing environmental management plans in consultation with relevant stakeholders
- managing activities associated with the implementation and management of environmental management policies, plans, procedures and programs
- managing records
- monitoring the effective implementation of environmental management plans
- responding to emergencies
- taking effective steps to ensure the remediation of environmental problems or impacts

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of:

- economic systems and development needs
- enterprise consultation processes
- enterprise emergency response requirements
- relevant legislation, policies and procedures

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- work health and safety legislation

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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NWPGEN008 Sample and test wastewater

Modification History

Release	Comments
1	This unit was released in NWP Water Training Package release 1.0 and meets the Standards for Training Packages. • New unit • Created drawing upon information from deleted units NWP210B and NWP218B

Application

This unit describes the skills required to collect and prepare wastewater samples and to perform basic wastewater tests. This unit does not include off-site laboratory testing.

This unit applies to those working in field operations within the water industry, but might be relevant to others.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under supervision, while performing routine tasks in a range of familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for wastewater sampling and testing	1.1 Receive instructions for taking samples and conducting basic water quality tests. 1.2 Confirm and record samples and tests to comply with requirements. 1.3 Select, check and prepare equipment and resources. 1.4 Select and apply relevant sample preservation methods. 1.5 Select, fit and use personal protective equipment.
2. Conduct wastewater sampling and testing	2.1 Adopt hygienic work practices. 2.2 Collect samples ensuring that types, locations and times comply with requirements. 2.3 Prepare samples for off-site laboratory testing according to requirements. 2.4 Maintain integrity of samples during sampling and on-site testing. 2.5 Conduct basic on-site wastewater tests. 2.6 Assess and report abnormal characteristics and apply incident management principles. 2.7 Record samples and results of on-site analysis. 2.8 Limit hazards and contamination to self, work area and environment.
3. Finalise work	3.1 Apply chain of custody principles. 3.2 Report observations or measurements requiring further action. 3.3 Dispose of samples and clean and store test equipment. 3.4 Clear and restore work area.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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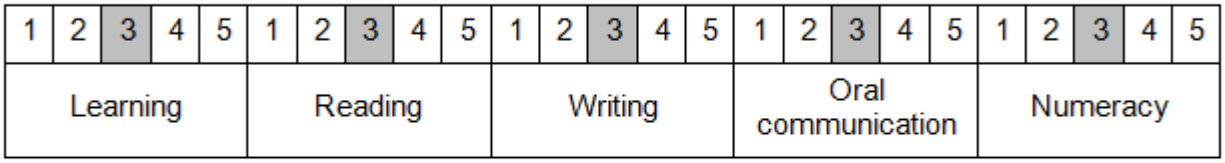
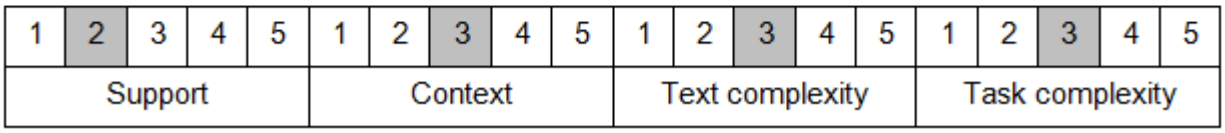
ACSF levels indicative of performance:



Performance variables:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Range of Conditions

On-site test include:	• turbidity • pH • dissolved oxygen • electrical conductivity • temperature
Sampling conditions include:	• physical • microbial • chemical • radiological
Sampling methods include:	• automatic • manual

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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Assessment Requirements for NWPGEN008 Sample and test wastewater

Modification History

Release	Comments
1	These Assessment Requirements were released in NWP Water Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. To be deemed competent the candidate must be assessed in a minimum of three of the types of tests, one of the types of condition and one of the types of methods listed in the Range of Conditions. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- calibrating testing equipment
- interpreting sampling and testing requirements
- preparing, checking and using equipment
- preparing, collecting, labelling and preserving water samples
- disposing of waste and spent samples
- planning and preparing for water sampling tasks
- recording all required information

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

Basic knowledge of:

- chain of custody
- range and purpose of basic wastewater testing and sampling
- relevant policies and procedures
- blind sampling
- abnormal characteristics of water samples
- atypical test result data
- relevant work-related calculations
- maintenance and storage of reagents

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- requirements for maintaining sample integrity
- relevant legislative and organisational requirements
- water sample preparation
- work planning processes
- effects of weather and conditions on work
- hazards associated with collection of water samples
- incident management principles

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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NWPGEN021 Sample and test wastewater

Modification History

Release 1. This is the first release of this unit of competency in the NWP National Water Training Package.

Application

This unit involves the skills and knowledge required to sample and test wastewater.

It includes preparing for and conducting wastewater sampling and testing and finalising work. It also includes collecting and preparing wastewater samples and performing wastewater tests. This unit does not include off-site laboratory testing.

This unit applies to those working in field operations in industries. Those undertaking this unit would work under appropriate supervision, while performing routine tasks in a range of familiar contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for wastewater sampling and testing	**1.1** Determine work requirements from standard operating procedures
	1.2 Confirm and record samples, locations and tests to

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		comply with requirements
	1.3	Select and check and relevant equipment and tools to meet tasks and safety requirements
	1.4	Select and apply relevant sample preservation methods
	1.5	Select, fit and use personal protective equipment according to workplace procedures
2 Conduct wastewater sampling and testing	**2.1**	Apply chain of custody principles according to workplace procedures
	2.2	Collect samples ensuring types, locations, times and labels comply with requirements and workplace procedures
	2.3	Prepare samples for off-site laboratory testing according to requirements
	2.4	Maintain integrity of samples during sampling and worksite testing
	2.5	Conduct worksite wastewater quality tests according to workplace procedures and record results
	2.6	Assess and report abnormal characteristics to relevant personnel
3 Finalise work	**3.1**	Clear and restore work area according to workplace procedures
	3.2	Report observations or measurements requiring further action to relevant personnel
	3.3	Dispose of samples, clean and store test equipment according to workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to NWPGEN008 Sample and test wastewater.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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Assessment Requirements for NWPGEN021 Sample and test wastewater

Modification History

Release 1. This is the first release of this unit of competency in the NWP National Water Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes:

- assessing risks
- calibrating worksite testing equipment
- collecting samples from at least one of the following:
  - effluents
  - raw wastewater
  - reclaimed water
  - sludges
- disposing of waste and spent samples
- following sampling and testing procedures
- performing at least three of the following types of worksite tests on the collected samples:
  - dissolved oxygen
  - electrical conductivity
  - foaming
  - microscopic observations
  - odours
  - pH
  - redox potential
  - settleability
  - sludge blanket depth
  - temperature
  - visual observations
- planning and preparing for wastewater sampling tasks
- preparing, checking and using equipment
- preparing, collecting, labelling and preserving wastewater samples
- recording all required information

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of:

- abnormal characteristics of wastewater samples and test results
- chain of custody
- effects of weather and conditions on work
- hazards associated with collection of wastewater samples
- maintenance and storage of reagents
- range and purpose of worksite wastewater testing and sampling
- requirements for maintaining sample integrity
- sample collection methods:
  - composite
  - grab
- sample types for the following tests:
  - chemical
  - microbial
  - physical
- wastewater sample preparation
- workplace policies and procedures

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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NWPNET023 Maintain and repair network assets for wastewater

Modification History

Release	Comments
1	This unit was released in NWP Water Training Package release 1.0 and meets the Standards for Training Packages. • New unit, created drawing upon information from deleted units NWP255B, NWP257B, NWP253B and NWP229B

Application

This unit describes the skills required to maintain and repair pipes, drains and wastewater collection assets.

This unit applies to those working as field staff with specific responsibility for ensuring that repair and maintenance of wastewater assets is completed in a safe and timely manner.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under indirect supervision, while performing routine tasks, in a familiar context, ensuring minimum damage to the environment.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Networks

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe	Performance criteria describe the performance needed to demonstrate

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the essential outcomes	achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Plan and prepare for work	1.1 Conduct risk assessment for environmental and safety factors. 1.2 Determine work requirements, materials and configuration from plans, specifications, instructions and/or organisational procedures. 1.3 Check coordination issues with relevant personnel, including isolations, licences and permits to work. 1.4 Identify networks system operation requirements. 1.5 Arrange remove site protection.
2. Conduct maintenance	2.1 Isolate the work area. 2.2 Determine appropriate repair method from job specifications and instructions. 2.3 Maintain and repair structural damage to assets. 2.4 Check maintenance and repairs to assets to ensure specifications are met. 2.5 Restore work site to meet environmental and organisational requirements.
3. Review, report and record work	3.1 Check, tag and report faulty equipment and tools. 3.2 Store equipment, tools and materials. 3.3 Complete and process workplace records.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy					

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

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Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Range of Conditions

Network assets includes:	• water mains • connections • pump stations

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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Assessment Requirements for NWPNET023 Maintain and repair network assets for wastewater

Modification History

Release	Comments
1	These Assessment Requirements were released in NWP Water Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. The candidate must be assessed on at least two of the network assets listed in the Range of Conditions. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- planning work site i.e. personnel, equipment, materials
- requesting permits, approvals, other utilities diagrams and maps
- conducting risk implementing appropriate environmental controls
- using tools and specific wastewater equipment
- selecting and applying PPE
- preserving personal safety
- performing work-related calculations
- identifying and responding to operational problems including main, connection chokes, pump stations and faults
- using communication tools including phones and laptops
- interpreting plans, instructions and procedures
- determining location, size, utilities, services from plans, specifications and organisational procedures
- applying excavation techniques
- maintaining and repairing wastewater pipes and fittings by:
  - undertaking excavation
  - clearing chokes
  - undertaking CCTV inspection for roots intrusion, storm water ingress and infiltration
  - jet foaming
  - jet cleaning
  - installing connections
  - installing pipes and fittings
  - measuring and cutting pipes
  - making joints

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  - selecting and placing bedding and backfill material
  - locating and repairing chokes
  - repairing valves
  - controlling flows in gravity networks
- maintaining and repairing structures by:
  - undertaking excavation
  - repairing access chambers
  - maintaining pump stations

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- system hydraulics basics
- infiltration
- roots intrusion
- storm water ingress
- excavation techniques
- ground support systems
- environmental and health aspects and impacts
- relevant legislation, policies and procedures
- safety data sheets (SDS)
- landscape and ground structure of work area
- equipment operation, capacity and limitations
- control systems
- pipe systems and installation requirements
- characteristics of pipe materials
- testing and sampling systems
- methods of repairing concrete, brick and stone structures
- concrete placement techniques, including compaction
- relevant utilities and service bodies to identify allocation of road reserve
- effects of weather and conditions on construction site or plant
- requirements around excavation
- Cathodic Protection, Denso wrap, Stopaq

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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NWPNET025 Coordinate and manage maintenance and repair of network assets

Modification History

Release	Comments
1	This unit was released in NWP Water Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to NWP303A Monitor and control maintenance of water and wastewater system assets. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • Unit title changed to better reflect unit outcomes • PC 3.1 removed

Application

This unit of competency describes the skills required to inspect asset condition, to plan for asset repairs and to monitor and report on maintenance and repair work completion. The ability to identify faults, gather data, interpret technical information, assess risks and produce technical work plans and reports are essential to performance.

This unit applies to those working as field staff with responsibility for ensuring that water collection, distribution, storage and transfer assets are regularly monitored and for conducting scheduled maintenance and repair work on assets.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under indirect supervision, in a familiar context, while performing routine tasks ensuring minimum damage to the environment.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Networks

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Analyse asset condition and determine remedial action	1.1 Schedule routine inspections of assets and monitor fault reporting. 1.2 Collect and analyse data on asset and infrastructure condition. 1.3 Determine and cost asset maintenance and repair methods. 1.4 Select, fit and use equipment including personal protective equipment.
2. Plan and prepare for asset repair	2.1 Schedule and plan work site investigations and repair activities. 2.2 Develop repair plans and procedures and communicate to all stakeholders. 2.3 Assess and record environmental and WHS risks and specify appropriate preventative measures. 2.4 Select equipment, materials, prefabricated components and fittings and make available for use on site.
3. Monitor and report maintenance activities	3.1 Monitor repair and maintenance progress and keep records. 3.2 Inspect, confirm and report completion of repair and maintenance.
4. Complete records and reports	4.1 Complete workplace records and reports. 4.2 Make recommendations which contribute to the continuous improvement and quality of the organisation’s systems.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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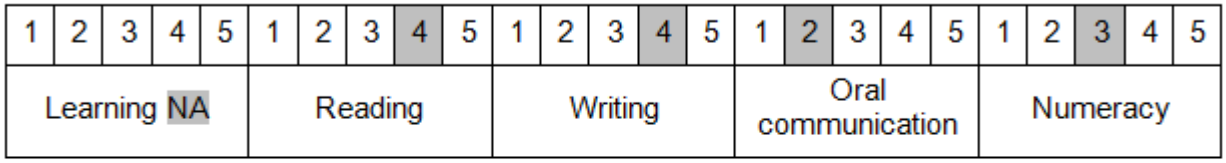
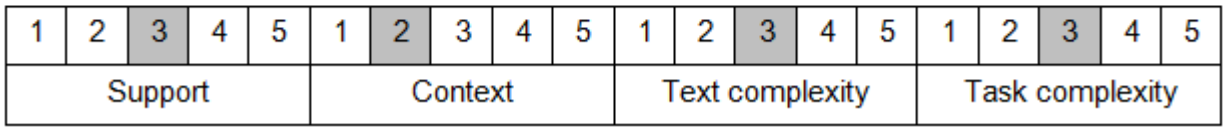
ACSF levels indicative of performance:



Performance variables:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to NWP303A Monitor and control maintenance of water and wastewater system assets.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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Assessment Requirements for NWPNET025 Coordinate and manage maintenance and repair of network assets

Modification History

Release	Comments
1	These Assessment Requirements were released in NWP Water Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- identifying and solving operational problems
- undertaking calculations
- determining work requirements
- monitoring system operations and processes
- producing reports and logs
- using safety equipment and personal protective equipment
- interpreting plans and instructions
- interpreting the organisation’s policies, standard operating procedures and standards for monitoring and maintenance of assets
- calculating water pressures and flows
- conducting operational and maintenance inspections
- monitoring fault reports
- collecting and analysing operational and mechanical data
- identifying and assessing work methods effectiveness
- planning investigations and repairs
- developing repair procedures
- assessing risks and specifying preventive methods
- selecting equipment, materials, prefabricated components and fittings

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Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- environmental aspects of water distribution systems and infrastructure
- WHS procedures
- lock out procedures for mechanical and electrical installations
- cleaning and protection of assets
- policies and standard operating procedures for monitoring and maintenance of assets
- relevant utilities and service bodies
- communication systems
- environment, landscape and ground structure of work area
- risk factors and potential hazards involved with water pressures and flows
- equipment operation, capacity and limitations
- effects of weather and conditions on operation of supply infrastructure
- system pipes and fittings
- pumping and valving systems
- system layout, process, operation
- gravity systems
- control systems

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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NWPNET040 Maintain and repair network assets for wastewater

Modification History

Release 2. Alteration to PE item 9, removal of PE item 12 and alteration to KE point 15.

Release 1. This is the first release of this unit of competency in the NWP National Water Training Package.

Application

This unit involves the skills and knowledge required to maintain and repair network assets for wastewater.

It includes conducting maintenance and repair on a variety of wastewater distribution assets including pipes, drains and wastewater collection assets. It also includes reviewing, reporting and recording work.

This unit applies to those working as field staff with specific responsibility for ensuring repair and maintenance of wastewater assets is completed in a safe and timely manner. Those undertaking this unit would work under appropriate supervision, while performing routine tasks, in a familiar context, and ensuring minimum damage to the environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Networks

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for work	**1.1** Conduct risk assessment for environmental and safety factors to ensure worksite is safe to work
	1.2 Determine work requirements, materials and configuration from plans, specifications, instructions and workplace procedures
	1.3 Check coordination issues with relevant personnel, including isolations, licences and permits to work
	1.4 Identify networks system operation requirements
	1.5 Identify, notify and communicate with customers according to workplace procedures
	1.6 Select, fit and use personal protective equipment (PPE)
2 Conduct maintenance and repairs	**2.1** Isolate infrastructure according to workplace procedures
	2.2 Determine appropriate repair method from job specifications and instructions
	2.3 Check maintenance and repairs to assets to ensure specifications are met according to workplace procedures
	2.4 Restore worksite according to environmental and workplace procedures including performing calculations
3 Review and report work	**3.1** Tag and report faulty equipment and tools and advise appropriate personnel
	3.2 Store equipment, tools and materials according to manufacturer and workplace instructions

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to NWPNET023 Maintain and repair network assets for wastewater.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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Assessment Requirements for NWPNET040 Maintain and repair network assets for wastewater

Modification History

Release 2. Alteration to PE item 9, removal of PE item 12 and alteration to KE point 15.

Release 1. This is the first release of this unit of competency in the NWP National Water Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes:

- assisting with planning worksite including personnel, equipment and materials
- checking permits, approvals, other utilities diagrams and maps with relevant personnel
- communicating with appropriate personnel and customers
- conducting risk assessment on worksite for safety and environmental factors
- determining location, size, utilities, services from plans, specifications and workplace procedures
- identifying and responding to operational problems including main, connection chokes, pump stations and faults
- interpreting plans, instructions and procedures
- maintaining and repairing assets by:
  - maintaining pump stations
  - repairing access chambers
  - undertaking excavation
- maintaining, repairing and replacing wastewater infrastructure including at least 5 of the following:
  - clearing blockages
  - controlling flows in gravity networks
  - installing connections
  - installing pipes and fittings
  - jet cleaning
  - jet foaming
  - locating and repairing chokes
  - making joints
  - measuring and cutting pipes
  - repairing valves
  - selecting and placing bedding and backfill material
  - undertaking closed-circuit television (CCTV) inspection

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  - undertaking excavation
- performing work-related calculations
- preserving personal safety
- selecting and applying appropriate PPE
- using tools and equipment for work in wastewater

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of:

- causes of blockages including:
  - foreign objects
  - pipe displacements
  - roots intrusion
- characteristics of pipes and fittings
- concrete placement techniques including compaction
- control system procedures
- effects of weather and conditions on construction site or plant
- environmental, health aspects and impacts
- equipment operation, capacity and limitations
- excavation techniques and requirements
- formwork preparation and positioning
- ground support systems
- infiltration of foreign matter into the wastewater system
- landscape and ground structure of work area
- lockout procedures
- pipe systems and installation requirements
- relevant legislation, regulations, policies and procedures
- relevant utilities and service bodies to identify allocation of road reserve
- risk factors and potential hazards of maintenance processes
- safety data sheets
- system hydraulics
- testing and sampling systems
- work drawings, plans, specifications and instructions

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the

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time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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NWPNET052 Monitor and operate wastewater collection and transfer systems

Modification History

Release 1. This is the first release of this unit of competency in the NWP National Water Training Package.

Application

It includes measuring and reporting on the operation of the system. It also includes interpreting technical documentation, identifying and investigating operational problems and collecting and analysing technical information.

This unit applies to those working as field staff and operators with a specific responsibility for inspecting and measuring the performance of wastewater collection and/or wastewater transfer systems and for ensuring that flows are regulated according to organisational specifications and system demands. Those undertaking this unit would work under appropriate supervision, while performing routine tasks, in a familiar context, and ensuring minimum damage to the environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Networks

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Monitor system performance and usage**	**1.1**	Select and check equipment and tools required for monitoring system performance
		1.2	Schedule and conduct routine inspections and report identified faults to relevant personnel
		1.3	Collect, analyse and report system performance and usage data
		1.4	Monitor and coordinate sample collection and records according to workplace procedures
2	**Regulate flows**	**2.1**	Inspect and adjust flow regulating systems according to performance measures
		2.2	Monitor and adjust pressures and volumes according to workplace procedures
		2.3	Monitor flows and diversions required for repair
3	**Operate and control processes**	**3.1**	Control and improve processes to maintain operating parameters
		3.2	Identify, address and report process faults to relevant personnel
		3.3	Optimise process performance according to workplace procedures
4	**Compile process records**	**4.1**	Compile reports from system data according to workplace procedures
		4.2	Record the condition of equipment and report faults or anticipated problems to relevant personnel

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to NWPNET042 Monitor and operate wastewater collection and transfer systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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Assessment Requirements for NWPNET052 Monitor and operate wastewater collection and transfer systems

Modification History

Release 1. This is the first release of this unit of competency in the NWP National Water Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes:

- completing relevant workplace documentation
- controlling system operations and optimising processes
- identifying and reporting system and process faults
- measuring wastewater flows
- monitoring and coordinating the operation of wastewater collection and wastewater transfer systems
- monitoring the system and collecting, analysing and reporting data
- responding to and correcting operational problems.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of:

- control systems
- coordination and control of processes
- discharges
- disinfection and chemical use
- effects of weather and conditions on operation of collection and transfer systems
- environmental aspects of wastewater collection and transfer systems
- equipment operation
- forces including gravitational, valve operation, hydraulic and pumps
- infiltration and inflow sources
- relevant legislation, regulations and workplace procedures
- relevant utilities and service bodies
- risk management principles
- types of pipes and fittings.

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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NWPTRT022 Monitor and operate hypochlorite disinfection processes

Modification History

Release 1. This is the first release of this unit of competency in the NWP National Water Training Package.

Application

This unit involves the skills and knowledge required to monitor and operate hypochlorite disinfection processes.

It includes monitoring hypochlorite disinfection systems and reporting on process quality control. It also includes working safely with, transporting and storing sodium hypochlorite solution or calcium hypochlorite solids and implementing emergency response procedures.

This unit applies to operational staff with specific responsibility for hypochlorite disinfection systems in water or wastewater treatment plants. Those undertaking this unit would work under appropriate supervision, while performing routine tasks, in a range of familiar contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Treatment

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for work	**1.1** Determine work requirements from job specifications

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			and plans
		1.2	Select and check equipment and hypochlorite supplies to meet safety requirements of task and worksite
		1.3	Select, fit and use required safety equipment, including personal protective equipment (PPE)
		1.4	Handle and store hypochlorite chemicals to maximise shelf life and reduce loss of available chlorine
		1.5	Conduct the percentage available chlorine test according to workplace procedures
2	**Monitor processes**	**2.1**	Monitor hypochlorite disinfection processes according to workplace procedures
		2.2	Collect process samples and conduct standard tests according to workplace procedures
		2.3	Make process adjustments to maintain effectiveness of hypochlorite disinfection
		2.4	Monitor the parameter set points for critical control points and operational control points
3	**Apply chemical dosing**	**3.1**	Prepare and apply hypochlorite chemicals
		3.2	Control hypochlorite dosing to maintain required chlorine residual
4	**Complete documentation**	**4.1**	Maintain information relating to hypochlorite supply and usage
		4.2	Collect, record and complete process data according to workplace procedures and process requirements
		4.3	Identify data outside of normal operational parameters and report to relevant personnel for further action

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work

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environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to NWPTRT052 Operate and control hypochlorite disinfection processes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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Assessment Requirements for NWPTRT022 Monitor and operate hypochlorite disinfection processes

Modification History

Release 1. This is the first release of this unit of competency in the NWP National Water Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes:

- collecting and reporting process data
- identifying and responding to process faults
- identifying hazards
- interpreting and following safety data sheets
- monitoring, operating and reporting on hypochlorite disinfection systems
- performing at least one of the following concentration tests:
  - calcium hypochlorite
  - sodium hypochlorite solution
- performing chlorine residual sampling and testing
- performing process calculations including at least one of the following:
  - Ct calculation dosage
  - feed rate
- preparing and applying hypochlorite dosing safely
- selecting and using appropriate tools and equipment, including personal protective equipment

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of:

- automatic feed rate control systems
- breakpoint
- chlorine demands including:
  - ammonia
  - iron, manganese and nitrite
  - natural organic matter (NOM)
  - turbidity
- contact time
- disinfection by-products (DBP)

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- effects of pH, time, temperature, UV exposure and impurities on hypochlorite breakdown
- hypochlorite dosing system layout for sodium hypochlorite or calcium hypochlorite dosing systems
- impact of pH
- microbiological guidelines
- properties and chemistry of hypochlorite chemicals
- reactions with water to produce hypochlorous acid/hypochlorite ion
- relevant legislation, regulations and workplace procedures
- risk factors and potential hazards associated with hypo chlorination
- safety data sheets

Assessment Conditions

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

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NWPTRT024 Operate and control chloramination processes

Modification History

Release 1. This is the first release of this unit of competency in the NWP National Water Training Package.

Application

This unit involves the skills and knowledge required to operate and control chloramination processes.

It includes monitoring chloramination processes, measuring and reporting on system performance and process quality control. It also includes identifying faults, determining and applying technical adjustments.

This unit applies to operational staff with a specific responsibility for chloramination processes. Those undertaking this unit would work under appropriate supervision, while performing routine tasks, within a range of familiar contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Treatment

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for work	**1.1** Determine work requirements from job specifications and plans

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		1.2	Select and check equipment required to meet safety requirements of task and worksite
		1.3	Select, fit and use required safety equipment, including personal protective equipment (PPE)
2	**Operate and control chloramination processes**	**2.1**	Conduct routine inspections according to workplace procedures
		2.2	Identify and report process to relevant personnel
		2.3	Collect process samples and conduct chlorine residual tests according to workplace procedures
		2.4	Interpret data and make process adjustments to maintain operational parameters
3	**Apply chloramination chemical dosing**	**3.1**	Use, handle and store chemicals according to workplace procedures
		3.2	Determine and apply chemical dosing according to system specifications and organisational requirements
		3.3	Maintain information related to chlorine and ammonia supply and usage
4	**Complete documentation**	**4.1**	Collect, interpret and record process data according to workplace procedures and process requirements
		4.2	Identify data outside of normal operational parameters and report to relevant personnel for further action

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to NWPTRT054 Operate and control chloramination

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processes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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Assessment Requirements for NWPTRT024 Operate and control chloramination processes

Modification History

Release 1. This is the first release of this unit of competency in the NWP National Water Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes:

- analysing tests
- collecting samples and conducting at least one of the following tests:
  - ammonia and hypochlorite strength
  - free chlorine
  - monochloramine
  - pH
  - total chlorine
- identifying and reporting process and operational faults
- making at least one of the following appropriate system adjustments:
  - ammonia feed rate
  - calibration of chemical dosing equipment
  - chlorine feed rate
  - chlorine to ammonia ratio
  - flow rate
- monitoring chloramination systems
- operating control and chemical dosing equipment
- performing at least one of the following chloramination process calculations:
  - chlorine and ammonia dosage rate
  - chlorine to ammonia ratio
  - dichloramine concentration
- preparing and applying at least one of the following chloramination chemical dosings:
  - anhydrous ammonia
  - aqua ammonia
  - liquefied chlorine gas
  - pH correcting chemicals including lime soda ash
  - sodium hydroxide
  - sodium hypochlorite

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Knowledge Evidence

- chloramination process theory
- chlorine and ammonia dosing equipment
- control systems
- equipment operation, capacity and limitations
- microbiological aspects of water quality
- operational problems including nitrification
- reasons for chloramination
- risk factors and potential hazards associated with chloramination processes
- workplace policies and procedures, legislation and industry codes of practice

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

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NWPTRT027 Monitor and operate wastewater treatment processes

Modification History

Release 1. This is the first release of this unit of competency in the NWP National Water Training Package.

Application

This unit involves the skills and knowledge required to operate and control wastewater processes.

It includes monitoring and operating wastewater treatment plants, reporting system performance and process quality control. It also includes ensuring wastewater disposal or re-use meets state or territory legislative requirements.

This unit applies to operational staff in wastewater treatment plants with responsibility for the practical and safe operation of plant, equipment and processes. Those undertaking this unit would work under appropriate supervision, performing routine tasks within a familiar context.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Treatment

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for work	**1.1** Determine work requirements from job specifications and plans

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		1.2	Select and check equipment required to meet safety requirements task and worksite
		1.3	Select, fit and use required safety equipment including, personal protective equipment (PPE)
2	**Monitor treatment processes**	**2.1**	Inspect plant according to workplace procedures
		2.2	Collect process samples and conduct standard tests according to workplace procedures
		2.3	Operate wastewater treatment processes according to workplace procedures
		2.4	Perform adjustments to enhance system performance
3	**Complete documentation**	**3.1**	Collect, record and complete process data according to workplace procedures and process requirements
		3.2	Identify, data outside of operational parameters and report to relevant personnel for further action

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to NWPTRT061 Operate and control wastewater processes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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Assessment Requirements for NWPTRT027 Monitor and operate wastewater treatment processes

Modification History

Release 1. This is the first release of this unit of competency in the NWP National Water Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes:

- applying workplace procedures
- completing documentation
- conducting routine plant inspections
- operating and adjusting at least one of the following processes:
  - primary treatment
  - secondary treatment
  - tertiary treatment
  - solids management
- taking samples and performing standard tests

Knowledge Evidence

- chemical and biological principles of wastewater treatment
- hydraulics and organic loading in wastewater plants
- physical, chemical and microbiological characteristics of wastewater treatment
- preliminary treatment, primary treatment, secondary treatment, tertiary treatment and solids management
- reasons for wastewater treatment
- relevant workplace procedures, guidelines and industry standards
- state or territory legislative requirements for wastewater treatment processes
- risk factors and potential hazards relating to wastewater treatment
- sources of wastewater
- types of components
- water cycle

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training

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Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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NWPTRT028 Operate and control reclaimed water irrigation

Modification History

Release 1. This is the first release of this unit of competency in the NWP National Water Training Package.

Application

This unit involves the skills and knowledge required to operate and control reclaimed water irrigation.

It includes assessing sites for reclaimed water irrigation and quality of reclaimed water for irrigation. It also includes implementing reclaimed water irrigation, responding to water or soil quality issues and compiling reclaimed water irrigation records.

This unit applies to staff members with a specific responsibility for analysing the critical aspects of reclaimed water reuse management relating to a project or site and implementing reclaimed water reuse irrigation. Those undertaking this unit would work under appropriate supervision, performing routine tasks in a familiar context, and ensuring minimum damage to the environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Treatment

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Assess sites for reclaimed	**1.1** Identify soil and water interactions and soil properties

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	water irrigation		important for plant growth
		1.2	Identify soil sampling sites, collect samples and conduct soil testing according to workplace procedures
		1.3	Classify soils using field texture, pH and structure analysis
		1.4	Monitor and determine the water holding capacity of soil
2	**Assess quality of reclaimed water for irrigation**	**2.1**	Sample and test reclaimed water and interpret quality parameters
		2.2	Determine crops suitable for the quality of reclaimed water and worksite conditions
3	**Implement reclaimed water irrigation**	**3.1**	Identify features of irrigation systems
		3.2	Operate and maintain irrigation equipment according to manufacturer instructions
		3.3	Identify and apply irrigation scheduling options for reclaimed water
		3.4	Produce water budgets using crop factors and climate data
		3.5	Apply irrigation water and collect and monitor tail water or runoff
4	**Respond to water or soil quality issues**	**4.1**	Develop irrigation management options to respond to water quality issues
		4.2	Identify and apply requirements and options for soil ameliorants
		4.3	Monitor infiltration and drainage
5	**Compile reclaimed water irrigation records**	**5.1**	Compile reports from system data according to workplace procedures
		5.2	Report observations outside defined parameters for further action to relevant personnel

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to NWPTRT062 Operate and control reclaimed water irrigation.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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Assessment Requirements for NWPTRT028 Operate and control reclaimed water irrigation

Modification History

Release 1. This is the first release of this unit of competency in the NWP National Water Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes:

- analysing critical aspects of reclaimed water reuse management relating to the project or site
- applying environmental policies, plans and procedures
- assessing environmental risks at the worksite
- identifying environment, health and safety risks and impact on soil, stock and operators
- identifying soil groups
- implementing reclaimed water reuse irrigation
- monitoring and managing soil
- monitoring, operating and controlling reclaimed water irrigation
- participating in and contributing to reviews of reclaimed water reuse procedures
- sampling and testing soil and water
- solving operational problems
- using safety and personal protective equipment (PPE)

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of:

- best management practices for the use of reclaimed water for irrigation purposes
- community and agency roles and responsibilities in monitoring water quality
- effects of weather and conditions on operation of site or plant
- environmental, landscape and ground structure of work area
- equipment operation, capacity and limitations
- interpretation and use of safety data sheets
- key characteristics of reclaimed water
- key principles of irrigation practices, including irrigation scheduling
- primary agencies involved in drinking water quality management
- reclaimed water usage licensing procedures and requirements
- relevant legislative requirements

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- soil groups
- water hazardous agents and preventative strategies
- water quality performance indicators
- water supply system
- workplace procedures

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

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NWPTRT061 Operate and control wastewater processes

Modification History

Release	Comments
1	This unit was released in NWP Water Training Package release 1.0 and meets the Standards for Training Packages. • New unit • Created drawing upon information from deleted units NWP262A, NWP263A and NWP346B

Application

This unit of competency describes the skills required to operate and control a wastewater treatment plant and report on system performance and process quality control. 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.

This unit applies to those working as operational staff in wastewater treatment plants with responsibility for the practical and safe operation of plant, equipment and processes.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those relating to WHS.

Those undertaking this unit would work under supervision, performing routine tasks within a familiar context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Treatment

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Plan and prepare for work	1.1 Determine work requirements from work specifications and plans. 1.2 Select and check equipment required to meet safety requirements of task and site. 1.3 Select, fit and use safety equipment including personal protective equipment.
2. Operate and control processes	2.1 Carry out routine plant inspections according to the type of plant. 2.2 Identify and report process faults and the operational condition of the plant. 2.3 Collect samples and conduct standard tests. 2.4 Carry out basic adjustments to improve process performance.
3. Complete documentation	3.1 Collect, record and complete process data. 3.2 Identify data that falls outside normal parameters and report for further action.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	**3**	4	5	1	2	**3**	4	5	1	**2**	3	4	5	1	2	3	**4**	5
Learning NA					Reading					Writing					Oral communication					Numeracy					

Performance variables:

1	**2**	3	4	5	1	**2**	3	4	5	1	**2**	3	4	5	1	**2**	3	4	5
Support					Context					Text complexity					Task complexity				

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Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Range of Conditions

Current processes include:	• primary processes:
	  • screening
	  • grit removal
	  • primary sedimentation
	  • odour control
	• secondary processes:
	  • activated sludge
	  • nutrient removal
	  • trickling filters
	  • lagoons
	• tertiary processes:
	  • lagoons
	  • clarification
	  • membrane filters
	  • granular filters
	  • disinfection
	• solids management:
	  • aerobic/anaerobic
	  • dewatering
	  • gas management
	  • thickening

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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Assessment Requirements for NWPTRT061 Operate and control wastewater processes

Modification History

Release	Comments
1	These Assessment Requirements were released in NWP Water Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. The candidate must be assessed in at least one of the processes listed in the Range of Conditions. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- conducting routine plant inspections
- interpreting safety data sheets (SDS)
- applying basic mathematical formulae
- completing logs
- determining chemical dosing requirements

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- sources of wastewater
- water cycle
- basic hydraulics and organic loading in wastewater plants
- basic chemistry and microbiology
- types of components
- relevant technologies
- weather influence on wastewater plants
- odour control
- physical, chemical and microbiological characteristics and operating principles relating to wastewater treatment
- reasons for wastewater treatment
- types of wastewater treatment plant processes

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- major chemicals and equipment used
- risk factors and potential hazards relating to wastewater treatment
- chemical and biological principles that form the basis of wastewater treatment
- chemical dosing processes
- relevant guidelines and standards
-

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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SIRRINV001 Receive and handle retail stock

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to receive and store retail stock. It requires the ability to check stock quality and quantity against order requirements; store or present stock correctly; and maintain cleanliness of stock-handling areas.

This unit applies to all retail sectors and business sizes from large format stores to small independents. It applies to frontline personnel who have limited autonomy and work under close supervision and guidance of others in frontline operational roles. However; in smaller retail businesses, senior personnel also undertake this function.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Inventory

Unit Sector

Retail

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Maintain stock handling and storage	1.1.Maintain cleanliness of stock handling and storage areas. 1.2.Ensure correct environmental conditions for storage of

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areas.	perishable and other stock to prevent loss or damage as required. 1.3. Remove and dispose of waste to minimise safety risks and environmental impacts. 1.4. Report hazards and potential hazards to relevant personnel to minimise safety risks.
2. Accept stock delivery.	2.1. Check incoming stock quantities against order documentation. 2.2. Inspect incoming stock quality, and accurately report quality issues or damage to relevant personnel. 2.3. Record stock delivery, and report discrepancies with orders as required. 2.4. Unpack and handle stock according to manufacturer instructions and safe manual handing techniques to avoid personal health risk and stock damage. 2.5. Store or display stock promptly in designated location.
3. Replenish stock levels.	3.1. Rotate, replenish and present stock according to organisational requirements for stock levels. 3.2. Record stock waste or shrinkage according to organisational procedures. 3.3. Maintain optimal stock levels on retail shop floor.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

Reading skills to:	• interpret:
	  • plain English documents that outline organisational policies and procedures for stock control
	  • basic order and delivery documentation and stock labels.

Numeracy skills to:	• calculate stock levels.
Planning and organising skills to:	• complete stock control activities in a logical and time efficient sequence.
Technology skills to:	• use stock control technology to aid stock control processes.

Unit Mapping Information

No equivalent unit.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRRINV001 Receive and handle retail stock

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- follow organisational policies and procedures, safe work practices and manufacturer instructions to perform each of the following stock control procedures:
  - receive and process incoming stock
  - store retail stock
  - maintain retail stock levels
  - maintain stock delivery records
- follow organisational stock control policies and procedures to process stock in each of the following situations:
  - stock quality is poor
  - stock quantity errors
  - incorrect stock is delivered
- maintain stock handling and storage areas, according to organisational policies and procedures, when completing the above stock control activities.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in the elements and performance criteria of this unit:

- principles of stock control procedures:
  - rotation and replenishment
  - product life cycle
- organisational stock control policies and procedures for:
  - receiving stock from suppliers
  - recording incoming stock
  - recording and reporting stock discrepancies and quality issues
  - recording stock waste and shrinkage
  - stock quality standards
  - unpacking, storage and display of stock
  - damaged or missing stock

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- key features of retail products that relate to handling and storage:
  - handling techniques to minimise damage
  - general care
  - optimum storage conditions
  - features of damaged or spoiled stock
  - correct disposal methods
- safe manual handing techniques for moving and storing retail stock
- relevant legislation and standards relevant to receiving and storing retail stock.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure use of:

- manufacturer instructions for stock handling and storage
- organisational policies and procedures for stock handling and control
- retail stock display areas
- range of retail stock
- stock control documentation
  - delivery dockets
  - orders
  - reporting documentation
- stock receiving bay or area
- stock storage areas
- assessment activities that allow the individual to:
  - work within commercial speed, timing and productivity
  - manage tasks and contingencies in the context of the job role.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SIRRINV002 Control stock

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to process stock orders, maintain stock levels, minimise stock losses, manage stocktakes and maintain all documents that relate to the administration of any type of stock.

This unit applies to individuals responsible for stock control. They work within organisational systems and procedures, but make decisions about stock administration and may have responsibility for others.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Inventory

Unit Sector

Retail

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Monitor stock receipt and dispatch.	1.1. Implement organisational policies and procedures for receipt, dispatch and secure storage of stock. 1.2. Allocate tasks and monitor staff to ensure organisational procedures are followed, and documentation is completed

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	correctly. 1.3. Confirm that stock quantity and quality inspections on receipt meet organisational standards. 1.4. Act on variations to quantity and quality of delivered stock. 1.5. Supervise safe stock handling and storage.
2. Maintain stock records.	2.1. Monitor stock and maintain stock at required levels. 2.2. Maintain, monitor and adjust stock reorder cycles as required. 2.3. Provide clear information to team members about individual stock recording responsibilities. 2.4. Maintain stock storage and movement records. 2.5. Record and report stock discrepancies. 2.6. Monitor stock performance and identify and report fast and slow-selling items.
3. Process and follow up orders.	3.1. Process and raise stock orders according to organisational procedures. 3.2. Monitor delivery of stock to ensure agreed deadlines and inventory requirements are met. 3.3. Liaise with suppliers to ensure continuity of supply. 3.4. Resolve routine supply problems or refer to appropriate personnel for action. 3.5. Distribute stock within the organisation according to required allocations. 3.6. Handle routine supply problems or refer to management as required by store policy.
4. Minimise stock losses.	4.1. Regularly check storage of stock and ensure its protection. 4.2. Identify, record and report stock losses. 4.3. Identify avoidable losses and establish reasons for them. 4.4. Recommend solutions and implement procedures to prevent future losses.
5. Coordinate stocktake or cyclical count.	5.1. Explain procedures for stocktake and cyclical counts to team members. 5.2. Allocate stocktaking tasks to individual team members ensuring effective use of staff resources to complete task. 5.3. Provide team members with clear directions for performance of each task. 5.4. Produce accurate reports for management on stocktake data, including discrepancies.

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Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret supplier purchasing agreements, purchase orders, records of incoming stock and organisational policies and procedures for stock control.

Numeracy skills to:	• calculate:
	  • supplier costs and complex order costs
	  • complex details of stock on hand and stock losses and produce complex numerically-based reports
	• reconcile incoming stock and invoices against purchase orders.

Technology skills to:	• use business technology for inventory management.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRRINV002 Control stock

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- maintain and order stock across one stock cycle according to organisational procedures using all of the following stock processes:
  - receipt
  - dispatch
  - ordering
  - stock level monitoring
  - records maintenance
- produce three different stock control reports
- organise and coordinate one stocktake or cyclical count
- provide clear and correct information to team members involved in stock control processes.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures for:
  - receipt and dispatch of goods, including inspection for quantity and quality
  - stock ordering and reordering
  - stock replenishment
  - stock rotation
  - reporting of stock discrepancies, damage and loss
  - safe transport, handling and storage of goods
  - stock control
  - stocktaking and cyclical counts
  - pricing, labelling and packaging
  - stock security
- key aspects of legislation and codes of practice relevant to stock control:
  - Australian Consumer Law
  - Work Health and Safety (WHS)

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  - manual handling
  - licensing for mechanical movement of stock
- principles of stock control:
  - rotation and replenishment
  - product life cycle
- impact of business planning and sales forecasts on stock control
- types of stock control systems used in the sector
- reasons for stock loss and damage and methods to control these and protect stock.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- current plain English regulatory documents distributed by government regulators outlining key aspects of legislation and codes of practice relevant to stock control as listed in Knowledge Evidence
- a computerised stock control system
- stock for use in stock control activities
- organisational policies and procedures for stock control
- team members; these can be:
  - individuals in an industry workplace, or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SIRRMER003 Coordinate visual merchandising activities

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to coordinate store visual merchandising activities and ensure adherence to organisational standards, policies and procedures for the display of merchandise.

It applies to individuals working in frontline roles in a diverse range of retail industry sectors and business contexts that display retail products for sale. They operate with independence and under limited supervision and guidance from others, and within established organisational policies and procedures.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Merchandising

Unit Sector

Retail

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Coordinate visual merchandise requirements.	1.1. Access and interpret organisational visual merchandising guidelines, and policies and procedures. 1.2. Communicate visual merchandising standards and display

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	requirements to team members. 1.3. Plan appropriate timing for producing and dismantling visual merchandise displays. 1.4. Communicate roles and responsibilities for visual merchandising to team members. 1.5. Plan and coordinate promotional and special event displays as directed by management.
2. Supervise visual merchandise activities.	2.1. Supervise construction and maintenance of displays to achieve balance and visual impact. 2.2. Ensure display information accurately depicts product or service being promoted. 2.3. Ensure displays are completed with minimum disruption to customer service and traffic flow. 2.4. Ensure displays meet organisational standards and visual merchandise guidelines. 2.5. Regularly monitor replenishment of merchandise and rotation of stock and take action to ensure optimal stock levels as required.
3. Review impact of visual merchandise activities.	3.1. Evaluate promotions or special event displays and determine impact on sales results. 3.2. Report on visual merchandising activities to relevant personnel and make suggestions for improvements as required.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Problem solving skills to:	• overcome difficulties relevant to the display of merchandise.

Unit Mapping Information

No equivalent unit.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRRMER003 Coordinate visual merchandising activities

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- follow merchandising display guidelines, and organisational policies and procedures to coordinate visual merchandise activities for two of the following:
  - an existing merchandise range
  - a new merchandise range
  - a seasonal merchandise range
  - a promotional event
  - discounted merchandise
- for each of the above visual merchandising activities:
  - communicate requirements with team members
  - monitor visual merchandising displays and standards
- report on the effectiveness of the above merchandising activities.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures for:
  - merchandise labelling and pricing
  - required stock levels
  - merchandise rotation and replenishment
- organisational visual merchandise standards and guidelines and their application to visual merchandising activities
- key aspects of relevant industry codes of practice, legislation and statutory requirements for coordinating merchandise presentation:
  - Australian Consumer Law
  - Work Health and Safety (WHS)
- objectives and use of visual merchandise displays
- interpretation of scaled versions of store design, layout and fixture placements
- techniques for creating effective visual merchandise displays:
  - types of displays and their impact

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    - display location
    - display lighting
    - display signage
- fundamental elements and principles of visual design and their use in the display and merchandise of products
- commercial impact of incorrect pricing both favourable and unfavourable:
    - customer complaints
    - profitability
- safe work practices for displaying merchandise with particular emphasis on:
    - safe use of equipment
    - safe manual handling techniques for bending, lifting and shifting heavy items
- product knowledge relevant to visual merchandise activities:
    - price
    - features
    - benefits.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- retail merchandise
- display areas
- retail display equipment and props
- product labels and price tickets
- ticketing and pricing equipment
- relevant documentation:
    - organisational visual merchandise display guidelines
    - organisational policies and procedures for:
        - merchandise labelling and pricing
        - required stock levels
        - merchandise rotation and replenishment
    - relevant industry codes of practice, legislation and statutory requirements for coordinating merchandise presentation:
        - Australian Consumer Law
        - Work Health and Safety (WHS)
- team members; these can be:
    - individuals in an industry workplace, or

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- individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SIRRMRM001 Plan merchandise buying strategy

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to plan stock levels and purchase retail merchandise.

This unit applies to senior personnel working in a diverse range of retail sectors and business contexts. They operate independently and are responsible for making a range of operational business decisions and for the buying and planning of retail merchandise.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Merchandise Management

Unit Sector

Retail

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1.Undertake post trade analysis.	1.1.Complete a post trade analysis to review past performance against planned performance, identifying missed opportunities. 1.2.Analyse customer buying patterns, and predict future trends. 1.3. Review competitor activity within the local and global marketplace.

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	1.4.Consult relevant stakeholders for input on post trade analysis and future range strategy.
2. Determine strategy.	2.1 Determine range strategy for relevant future trading period based on post trade analysis.
	2.2 Determine price strategy, marketing strategy and product mix for the next trading period.
	2.3Communicate strategy to relevant personnel and seek input and approval as required.
3.Develop merchandise plan.	3.1.Review marketing calendar and new store openings and closures as required.
	3.2.Establish base line sales and gross margin requirements.
	3.3.Plan buying margin, markdowns, shrinkage and other reductions.
	3.4.Determine open to buy, weeks cover or other stock measures.
	3.5.Determine width and depth of range.
	3.6.Quantify products to be ordered.
4.Respond to trade.	4.1.Evaluate sales against plans and performance benchmarks and interpret impact to the forward plan.
	4.2.Manage merchandise plan in response to sales and account for variances in sales trends.
	4.3.Adjust purchases within the merchandise plan, and manage slow moving surplus stock or aged stock to minimise impact on overall margin.
	4.4.Consolidate stock as required.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Numeracy skills to:	• use mathematical formulas for the planning of merchandise.
Learning skills to:	• research the market place.

Unit Mapping Information

No equivalent unit.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRRMRM001 Plan merchandise buying strategy

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- conduct a post trade analysis for one merchandise range or department
- determine and document the following details of the merchandise strategy based on the above post trade analysis, for the next trading period:
  - price strategy
  - marketing strategy
  - product mix
- develop a merchandise plan, for a specified trading period, based on the above post trade analysis and strategy that includes the following:
  - base line sales and gross margin requirements
  - buying margin, markdowns, shrinkage and other reductions
  - open to buy, weeks cover or other stock measures
  - width and depth of range
- take the appropriate action to respond to sales across the specified trading period.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational:
  - post trade results:
    - sales
    - Gross Profit
    - Gross Margin Return on Investment
    - sell through (or relevant measure)
    - rate of sale
    - average sale price
    - unit sales
    - purchase margin
    - markdown percentage

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    - sales plan
  - previous trading period data
  - sales and gross margin requirements
  - marketing calendar
- for the particular industry sector:
  - consumer buying patterns
  - competitor activity
  - customer needs
  - sales trends
  - trading periods
- merchandise strategy:
  - gross margin
  - production opportunities:
    - speed to market
    - purchase margin
  - markdown reduction
- management of stock in response to sales
  - forward cover
  - markdowns
  - purchases
  - aged stock.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- past performance data
- organisational marketing calendar
- store opening and closing information
- sales data
- stakeholders and suppliers with whom the individual can interact; these can be:
  - stakeholders and suppliers in an industry workplace, or
  - people who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SIRRRTF001 Balance and secure point-of-sale terminal

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to balance and reconcile a register or terminal in a retail environment, clear registers, count money, calculate non cash transactions, and reconcile and record takings.

It applies to individuals working in frontline operational roles in a diverse range retail industry sectors and business contexts. They operate with some independence under general supervision and guidance from others, and within established organisational policies and procedures.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Retail Financials

Unit Sector

Retail

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Balance and secure takings.	1.1. Perform register or terminal balance at designated times. 1.2. Separate cash float from takings prior to balancing and secure takings.

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	1.3. Supply change to register or terminal and accurately record. 1.4. Obtain and interpret register or terminal reading or print-out. 1.5. Secure cash and non cash documents according to organisational procedures.
2. Reconcile takings.	2.1. Count cash accurately. 2.2. Calculate non cash documents accurately. 2.3. Determine balance between register or terminal reading and sum of cash and non cash transactions. 2.4. Investigate or report discrepancies between register or terminal reading and sum of cash and non cash transactions to relevant personnel. 2.5. Record takings and file records according to organisational procedures.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRRRTF001 Balance and secure point-of-sale terminal

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- consistently apply organisational policies and procedures to:
  - balance a register or terminal on three occasions with complete accuracy
  - reconcile three different sets of takings comprising both cash and non-cash with complete accuracy
  - identify and resolve three different types of balancing discrepancies
  - process three different types of takings according to organisational policies and procedures.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- role and importance of the balancing process
- techniques for identifying and resolving discrepancies
- functions and procedures for operating point-of-sale equipment:
  - opening and closing
  - balancing
  - clearance of terminal and transference of tender
  - recording takings
  - consumables required by system
  - security
- cash handling procedures:
  - counting cash
  - handling cash floats
  - change required, denominations of change and tendering change
  - security
- organisational policies and procedures for non-cash transactions:
  - credit cards
  - EFTPOS

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  - vouchers
- organisational policies and procedures for:
  - exchanges
  - refunds
  - lay-by
  - cash handling
  - cash float
  - operation of point-of-sale equipment
  - register or terminal balance
  - security of cash and non cash transactions.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- organisational policies and procedures related to point-of-sale
- point-of-sale equipment and consumables
- financial transaction documentation for non-cash sales
- cash
- assessment activities that allow the individual to work with commercial speed, timing and productivity.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SIRRRTF002 Monitor retail store financials

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to manage retail store financials by controlling costs, managing rosters and stock levels, and reviewing financial performance.

It applies to individuals working in frontline management roles in a diverse range of retail industry sectors and business contexts. They operate independently with some responsibility for others and decision making, and within established organisational policies and procedures.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Retail Financials

Unit Sector

Retail

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Control cost of labour.	1.1. Develop rosters according to relevant industrial agreements and wage budgets and organisational policies and procedures. 1.2. Maximise operational and customer service efficiency while minimising wage costs.

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	1.3. Combine duties where appropriate to ensure effective use of team members. 1.4. Roster teams with most effective skills mix to meet operational requirements. 1.5. Use roster systems and equipment to administer rosters to team members. 1.6. Amend rosters and labour spend as required.
2. Control stock levels.	2.1. Manage stock levels to meet customer demand, maximise sales and minimise shrinkage. 2.2. Identify shrinkage costs and trends and take preventative action to minimise future shrinkage.
3. Review and address financial performance.	3.1. Analyse and report on budget and sales revenue and expenditure figures according to budget targets. 3.2. Interpret financial data to identify variations from budget, and take appropriate corrective action where deviations from budget occur. 3.3. Take action to minimise budget overspend and control costs. 3.4. Communicate to the team cost control measures within their area of responsibility.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Numeracy skills to:	• complete roster planning activities involving dates, times and staff ratios.
Problem-solving skills to:	• adjust rosters to account for changes to staffing requirements.
Technology skills to:	• use organisational software and equipment to monitor and plan retail financials.

Unit Mapping Information

No equivalent unit.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRRRTF002 Monitor retail store financials

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- implement and monitor a store budget over a store budgeting period by:
  - preparing and monitoring a staff roster
  - controlling stock levels
  - interpreting financial information and reporting on store performance
  - responding to three of the following situations:
    - significant deviations from budget occurs
    - scheduled labour is too high due to sales achievement below forecast
    - scheduled labour is too low due to sales achievement above forecast
    - shrinkage is high due to theft of goods
    - cost of goods is high due to markdowns
    - cost of goods is high due to damaged stock
    - sales targets consistently not achieved.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- relevant aspects of employment-related laws, as relevant to job role, covering rights and responsibilities of employees and employers:
  - Fair Work Act 2009: minimum workplace entitlements provided by the National Employment Standards (NES)
  - anti-discrimination and equal employment opportunity (EEO) law
- organisational policies and procedures for:
  - rosters
  - labour spend allowance
  - schedule amendment procedures
  - shrinkage concerns
  - human resource policies and procedures relevant to staff work hours and leave entitlements

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    - operational requirements of the business activity, department or event subject to rosters
    - wage budget for the business activity, department or event subject to rosters
- principles and techniques in:
    - interpreting store budgets
    - monitoring store budgets
    - controlling store costs
    - minimising shrinkage
- commercial impact of retail financials, both favourable and unfavourable:
    - customer service levels
    - stock levels to meet customer demand
    - shrinkage
    - labour spend to sales ratio
    - markdowns
    - theft
- sources of information on award and other industrial provisions
- key elements of applicable awards:
    - leave provisions
    - mandated breaks between shifts
    - maximum allowed shift hours
    - standard, overtime and penalty pay rates
- for the specific industry sector:
    - role of rosters in controlling labour costs
    - system capabilities and functions of roster software
    - formats for and inclusions of staff rosters
    - methods used to communicate rosters.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- relevant documentation:
    - store budgets
    - store financial reports
    - template store financial reporting documents
    - template store roster documents
    - current plain English guidelines issued by regulatory bodies covering:

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    - minimum workplace entitlements provided by the National Employment Standards (NES)
    - industrial awards for retail employees
- organisational policies and procedures for:
    - rosters
    - labour spend allowance
    - schedule amendment procedures
    - shrinkage concerns
    - human resource policies and procedures relevant to staff work hours and leave entitlements
    - operational requirements of the business activity, department or event subject to rosters
    - wage budget for the business activity, department or event subject to rosters.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SIRXCEG003 Build customer relationships and loyalty

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to build customer relationships and foster customer loyalty.

It applies to individuals working in frontline customer service roles in a diverse range of industry sectors and business contexts. They operate with independence and under limited supervision and guidance from others, and within established organisational policies and procedures.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Customer Engagement

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Develop relationships with customers.	1.1. Provide personalised service to customers in a professional manner that promotes repeat business. 1.2. Identify repeat business and acknowledge customer return. 1.3. Provide tailored recommendations for products and services

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	based on known individual customer needs.
2. Generate customer loyalty.	2.1. Convert customers to brand advocates through exemplary customer service. 2.2. Inform customers of benefits associated with promotions and loyalty programs as required. 2.3. Identify trends in customer demands for products and services and communicate with relevant personnel to ensure availability.
3. Deal with escalated customer complaints.	3.1. Clarify information regarding escalated customer complaints referred from team members. 3.2. Take action to pacify customer maintaining a calm and professional manner. 3.3. Identify source of customer dissatisfaction and seek appropriate solutions in consultation with the customer. 3.4. Ensure the customer is satisfied with solutions and offer compensation in line with level of responsibility.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret plain English documents that outline organisational policies and procedures relevant to customer service.
Initiative and enterprise skills to:	• identify and act on opportunities to enhance a customer's experience.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRXCEG003 Build customer relationships and loyalty

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- provide current, accurate and relevant information and assistance to four different customers regarding the following to build customer brand loyalty:
  - promotional activities
  - products and services
  - brand or business customer benefits
- identify trends in customer purchasing patterns and make recommendations that enhance customer service and loyalty
- take appropriate action to resolve two escalated customer complaints.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- techniques for:
  - providing personalised extemporary customer service
  - anticipating customer preferences, needs and expectations throughout the service experience
  - building customer loyalty
  - resolving escalated customer complaints
  - pacifying dissatisfied customers
- commercial benefits of building customer relationships and loyalty
- industry and organisational:
  - professional service standards
  - attitudes and attributes expected when engaging with customers
  - different customer service needs and expectations
  - types of customer benefits
  - essential features and use of customer databases
- key aspects of Australian consumer and privacy law as relevant to customer interactions.

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Assessment Conditions

Skills must be demonstrated in a services industry environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- relevant documentation:
  - industry and organisational:
    - professional service standards
    - attitudes and attributes expected when engaging with customers
    - different customer service needs and expectations
    - types of customer benefits
- current plain English regulatory documents distributed by government regulators for:
  - Australian Consumer Law
  - privacy law
- customers; these can be:
  - individuals in an industry workplace, or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

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SIRXMGT005 Lead the development of business opportunities

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to identify, analyse and implement programs that will provide opportunities for business growth.

This unit applies to senior personnel working in a diverse range of sectors and business contexts. They operate independently and are responsible for making a range of operational business decisions and strategic planning.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Management and Leadership

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify new business opportunities.	1.1. Review existing operations to identify and analyse new business opportunities. 1.2. Research business trends relevant to the organisation to identify new business opportunities. 1.3. Identify and evaluate opportunities and threats from internal

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	and external environments. 1.4.Consult with stakeholders and customers to seek input into business opportunities. 1.5.Determine organisational capacity to respond to identified opportunities and select opportunities to peruse.
2. Develop a business development plan.	2.1.Prepare feasibility studies and reports that assess viability, profitability and sustainability of development opportunities. 2.2.Analyse risks associated with initiatives and ensure compliance with legislative and regulatory requirements. 2.3.Develop and document a business development plan outlining priorities, responsibilities, performance indicators, timelines and budgets. 2.4.Communicate plans to relevant personnel and seek required approval. 2.5.Test business development initiatives for acceptance in the market place. 2.6.Prioritise potential business development opportunities for action.
3. Implement business development plan.	3.1.Communicate the business develop plan to relevant stakeholders and personnel. 3.2.Allocate resources to support the delivery of business development opportunities. 3.3.Oversee the roll-out of marketing and communication processes to target markets launching new business initiatives.
4. Evaluate impact of business development plans.	4.1.Monitor and evaluate new business initiatives against desired outcomes and performance indicators. 4.2.Review business development plans in line with changing organisational and business requirements.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Writing skills to:	• prepare complex business documents.
Numeracy skills to:	• analyse financial viability of new opportunities.
Problem solving skills	• exercise judgement and decision making when selecting opportunities for business development.

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to:

Initiative and enterprise skills to:	• apply lateral and creative thinking to the development of new opportunities.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRXMGT005 Lead the development of business opportunities

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- identify business opportunities and develop a business development plan for the implementation of one identified opportunity by:
  - researching and analysing internal and external business environments to determine opportunities for business development
  - determining feasibility of and risks associated with business development opportunities
  - developing business plan that details:
    - priorities
    - responsibilities
    - performance indicators
    - timelines
    - budgets
  - evaluating the above plan against performance indicators and report on impact and effectiveness.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- techniques for:
  - identifying and analysing business opportunities
  - determining feasibility of business development opportunities
  - evaluating business development plans
- formats of business development plans
- internal and external environments and their role in determining business opportunities
- risks associated with business development opportunities and strategies to minimise risks
- budgeting and financial planning procedures
- business development opportunities and trends in the relevant industry.

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Assessment Conditions

Skills must be demonstrated in a services industry environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- sources of information on internal and external operating environments
- stakeholders with whom the individual can interact; these can be:
  - individuals in an industry workplace, or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

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SIRXMKT005 Develop a marketing strategy

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to analyse the operating environment and use results to develop, implement and review a marketing strategy.

This unit applies to senior personnel working in a diverse range of sectors and business contexts. They operate independently and are responsible for making a range of operational business decisions and strategic planning.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Marketing

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Analyse internal environment.	1.1. Review existing organisational marketing strategy and current organisational direction and objectives. 1.2. Identify and analyse information on current and past marketing strategies and their outcomes. 1.3. Consult with stakeholders on current and future marketing

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	direction of the organisation and seek their input.
2. Analyse the external environment.	2.1. Research current marketing trends and determine trends relevant to organisational objectives and strategic marketing direction. 2.2. Identify and analyse information on expected market growth or decline, and associated risk factors. 2.3. Identify and analyse legal, ethical and sustainability requirements and potential business impacts.
3. Develop marketing strategy and plan.	3.1. Identify and analyse marketing opportunities based on internal and external analysis. 3.2. Develop marketing strategies that are consistent with direction and objectives of the organisation. 3.3. Develop strategies in consultation with key stakeholders, integrating legal, ethical and sustainability considerations. 3.4. Develop and document a marketing plan outlining priorities, responsibilities, performance indicators, timelines and budgets. 3.5. Communicate marketing strategy and plans to relevant personnel and seek required approval.
4. Implement marketing plan.	4.1. Implement and monitor marketing activities according to marketing plan. 4.2. Produce marketing reports according to organisational policy. 4.3. Share information on marketing activities with relevant personnel to maintain awareness of current organisational focus.
5. Review marketing plan.	5.1. Evaluate marketing activities against performance indicators to determine effectiveness of strategy and plan. 5.2. Make adjustments to marketing strategy and plan based on findings. 5.3. Communicate and implement agreed changes.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• research complex and potentially unfamiliar business and marketing information.
Writing skills to:	• prepare marketing plans and reporting.
Initiative and enterprise	• set strategies that best that achieve desired outcomes within a

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skills to:	given market context and timeframe.
Teamwork skills to:	• foster cooperation between individuals and teams.
Planning and organising skills to:	• coordinate complex planning and implementation processes.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRXMKT005 Develop a marketing strategy

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- determine a marketing strategy and develop a marketing plan for a product or service by:
  - researching and analysing internal and external business environments relevant to the product or service
  - developing and implementing a marketing plan that details:
    - priorities
    - responsibilities
    - performance indicators
    - timelines
    - budgets.
- evaluate the above marketing strategy and plan against performance indicators and report on overall effectiveness of marketing strategy.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- aspects of legal issues that impact on marketing activities:
  - Australian Consumer Law
  - copyright and intellectual property considerations
  - the Privacy Act 1988
  - specific issues arising from use of new technologies
- data collection tools and research methodologies as relevant to strategic marketing planning
- marketing planning techniques and formats and key features of a marketing plan
- internal and external issues that impact on market planning relevant to industry
- internal capabilities and resource considerations as relevant to marketing strategy and planning
- comparative market information relevant to marketing strategies:
  - benchmarking
  - best practice information

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    - competitor information
- industry marketing and distribution networks in the relevant context
- new and innovative marketing strategies in the relevant industry
- marketing performance indicators:
    - exposure achieved
    - sales achieved
    - penetration of target market
    - cost-effectiveness
- recommendations for strategic responses based on evaluation.
- ethical considerations for marketing:
    - appropriate use of images and text
    - codes of practice
    - protection of children
    - targeting of particular groups in the community
- sustainability considerations, opportunities and constraints for marketing in the relevant context, and those related to:
    - cultural and social sustainability
    - economic sustainability of marketing initiatives
    - resource conservation and waste minimisation.

Assessment Conditions

Skills must be demonstrated in an operational business operation or activity. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- current documentation outlining aspects of legal issues that impact on marketing activities as described in the Knowledge Evidence
- product or service for which market planning can be undertaken
- existing organisational marketing strategy and plans
- sources of information on internal and external operating environments
- stakeholders with whom the individual can interact; these can be:
    - individuals in an industry workplace, or
    - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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SIRXRSK002 Maintain store security

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to maintain store security in a retail environment.

It applies to individuals working in frontline management roles in a diverse range of industry sectors and business contexts. They operate independently with some responsibility for others and decision making, and within established organisational policies and procedures.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Risk Management and Security

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Monitor and maintain store security.	1.1. Implement organisational policies and procedures to ensure store security is maintained. 1.2. Monitor and review security procedures continually and act on opportunities to improve store security. 1.3. Maintain security of merchandise, cash, points of sale and

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	keys. 1.4. Ensure store security equipment is used and in correct working order. 1.5. Report matters impacting store security to relevant personnel. 1.6. Document breaches of security as required.
2. Facilitate security awareness.	2.1. Inform team members of organisational policies and procedures for security. 2.2. Provide team members with feedback on their implementation or non-implementation of security procedures. 2.3. Provide team members with ongoing supervision and training to facilitate security awareness.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRXRSK002 Maintain store security

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- maintain store security over three different work shifts by:
  - monitoring adherence to organisational security policies and procedures
  - responding to two occurrences of non-adherence to security policies and procedures
  - communicating security policies and procedures to one team member
  - ensuring security equipment is utilised and in correct working order
  - reporting on opportunities for improved store security.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures for:
  - use of security equipment
  - suspicious customer behaviour
  - suspicious team member behaviour
  - armed robbery
  - cash and non-cash security
  - merchandise security
  - theft
  - responding to security breaches
  - reporting security risks and breeches
  - surveillance of merchandise
  - personal security
  - general store security
  - team members' security training
  - security for opening and closing premises
  - reporting problems and faults
  - security of visitors, sales representatives, contractors and vendors
  - security risks likely to endanger customers or team members

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- legislation as relevant to store security and own level of responsibility:
  - privacy laws
  - Australian Consumer Law
  - reporting procedures
- impacts of security breaches on individuals and organisation:
  - emotional distress
  - financial loss
  - commercial impacts
- common security risks within the retail workplace and techniques to:
  - identify risk
  - minimise risk
- types of store alarms and security systems used in industry.

Assessment Conditions

Skills must be demonstrated in a services industry environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- relevant equipment:
  - alarm systems
  - surveillance equipment
  - point-of-sale equipment
  - communication equipment
- relevant documentation:
  - current plain English regulatory documents distributed by government regulators legislation as relevant to store security and own level of responsibility as listed in Knowledge Evidence
  - organisational policies and procedures as listed in the Knowledge Evidence
- customers and team members; these can be:
  - individuals in an industry workplace, or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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SIRXSLS001 Sell to the retail customer

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to deliver quality customer service and sell to retail customers. It requires the ability to determine customer needs, match products and services to their needs, and facilitate a sale.

This unit applies to all retail sectors and business sizes from large format stores to small independents. It applies to retail personnel at all levels who play a role in engaging with customers with the purpose of selling.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Sales

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Establish customer needs.	1.1. Connect with the customer within designated response times and establish rapport. 1.2. Use questioning and active listening to facilitate effective two-way communication.

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	1.3. Observe and determine appropriate level of interaction based on customer verbal and non-verbal cues. 1.4. Determine and clarify customer preferences, needs and expectations.
2. Provide advice on products and services.	2.1. Use product and service knowledge to tailor options to specific customer needs, and offer alternatives when product is unavailable. 2.2. Clearly explain and promote product and service features and benefits where relevant. 2.3. Advise on promotional events where relevant. 2.4. Provide additional information to address customer questions and objections. 2.5. Offer comparisons to competitor product or service range as required. 2.6. Collaborate with the customer to determine product or service option most suited to their needs. 2.7. Take opportunities to upsell and cross sell products and services that enhance customer request and maximise profitability of sale.
3. Facilitate the sale of products and services.	3.1. Select and use appropriate techniques to close sale. 3.2. Direct the customer to designated point-of-sale and process sale, as required, according to organisational procedures. 3.3. Farewell customer on leaving, and invite to return. 3.4. Provide any required after sales service according to organisational procedures.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

Reading skills to:	• interpret:
	  • detailed in-house and supplier product information documents
	  • plain English documents that outline organisational customer service policy and procedures.

Numeracy skills to:	• interpret basic fee information from in-house documents and complete basic pricing calculations.
Problem-solving skills to:	• respond to customer objections and provide appropriate solutions to satisfy customer needs.
Technology skills to:	• use technologies equipped with search functionality and information systems to source product and service information.

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Unit Mapping Information

No equivalent unit.

Links

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Assessment Requirements for SIRXSLS001 Sell to the retail customer

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- interact with four different retail customers to initiate and close the sale of different retail products or services
- demonstrate the following during the above customer interactions:
  - appropriate communication
  - establishment and clarification of customer needs, wants and expectations
  - product and/or service knowledge
  - appropriate sales approach to sell benefits and features of products and/or services
  - overcome objections and close sales
  - upsell and/or cross sell additional products and/or services that complement the sale
  - promotion of customer loyalty and repeat sales.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- appropriate body language for customer service
- basic principles of positive customer service and sales
- open and closed questioning techniques related to the sale of product and services
- verbal and non-verbal cues indicating customer understanding of information
- techniques for effective communication with customers of diverse backgrounds:
  - cultural diversity
  - special needs
- sales techniques:
  - opening techniques
  - recognising buying signals
  - strategies to focus customer on specific products and services
  - selling add-ons and complementary products
  - overcoming customer objections
  - closing techniques

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- primary components of consumer protection laws that relate to selling products and services, especially organisational responsibility for supplying products and services as described or substituting suitable products and services when unable
- primary components of privacy law, and actions that retail business must take to protect privacy of customer information
- for the specific retail sector:
  - professional service standards and protocols for retail industry personnel
  - attitudes and attributes expected by the retail industry to work with customers
  - different customer service needs and expectations
- for the particular retail organisation:
  - product and service knowledge:
    - product and service range offering
    - product specifications, features and benefits
  - designated response times for providing customer service
  - customer service procedures including recording of and storing customer details.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- relevant documentation:
  - organisational policies and procedures for:
    - customer service
    - sale of products and services
    - resolving customer complaints
    - collection and storage of customer details
  - organisational product information and price lists
  - supplier brochures, information sheets and price lists
  - promotional activity information
  - current plain English regulatory documents distributed by government regulators for:
    - consumer protection law
    - privacy law
- customers with whom the individual can interact to sell products and services; these can be:
  - individuals in an industry workplace, or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation

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- assessment activities that allow the individual to:
  - work within commercial speed, timing and productivity
  - manage tasks and contingencies in the context of the job role.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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TAEASS301 Contribute to assessment

Modification History

Release	Comments
Release 1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Application

This unit describes the skills and knowledge required to contribute to the assessment process.

It applies to a person with technical or vocational expertise who is in a supervisory or mentoring/coaching work role, and for whom collecting the evidence for assessment is an adjunct to principal work responsibilities. The unit applies to those involved in collecting evidence for assessment against units of competency or accredited courses.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Assessment

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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ELEMENT	PERFORMANCE CRITERIA
1. Clarify role and responsibilities in the assessment process	1.1 Discuss and confirm the purpose of the assessment with relevant people 1.2 Discuss and confirm benchmarks for assessment with the qualified assessor 1.3 Access, read and clarify assessment plan with the qualified assessor 1.4 Discuss and agree with the qualified assessor specific responsibilities in gathering evidence, and the types of evidence to be gathered
2. Confirm organisational arrangements for evidence gathering	2.1 Access and confirm relevant assessment system policies and procedures, organisational, legal and ethical requirements, and other relevant advice on assessment 2.2 Clarify the nominated assessment tools and methods for collecting evidence with the qualified assessor, to ensure that the procedures to be followed, and the instruments to be used are clear 2.3 Discuss and confirm with the relevant people the assessment context, including the candidate's characteristics and any need for reasonable adjustments 2.4 Confirm and arrange resource requirements in consultation with relevant people
3. Collect evidence in accordance with the assessment plan	3.1 Explain the assessment process to the candidate, including the different responsibilities of the parties involved, and refer any candidate issues or concerns to the qualified assessor, prior to undertaking assessment activities 3.2 Use assessment instruments to gather quality evidence within the available time and resources, according to organisational, legal and ethical requirements
4. Record and report findings	4.1 Organise and provide evidence to the qualified assessor in a format suitable for analysis according to the assessment system's policies and procedures 4.2 Actively seek feedback from the qualified assessor on whether evidence-gathering activities meet the principles of assessment, and whether the evidence collected meets the rules of evidence 4.3 Document areas for improvement in collecting evidence for future assessment activities

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	4.2	• Seeks feedback to build knowledge to improve process and professional practice
Reading	1.3, 2.1, 2.2, 2.4, 3.2	• Sources and interprets procedural, and compliance information
Writing	1.1, 1.2, 1.3, 2.1, 2.3, 2.4, 3.2, 4.1, 4.3	• Completes workplace documentation accurately using the appropriate language
Oral Communication	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 3.1	• Communicates information and process requirements clearly, based on techniques appropriate to the audience and environment • Uses appropriate speaking and listening techniques to obtain specific information, and to support the assessment process
Navigate the world of work	2.1, 2.2, 3.2, 4.1	• Accesses, confirms and takes responsibility for adherence to policies, procedures, and legal and ethical requirements
Interact with others	4.2	• Asks questions to clarify understanding, and seeks feedback and further information
Get the work done	3.1, 4.1	• Organises work according to defined requirements, taking some responsibility for decisions regarding the format of information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAEASS301 Contribute to assessment	TAEASS301B Contribute to assessment	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEASS301 Contribute to assessment

Modification History

Release	Comments
Release 1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- clarifying the role to be taken during the assessment
- clarifying the assessment plan with the qualified assessor, including agreement about:
  - what evidence will be collected
  - how the evidence will be collected
- carrying out a minimum of three evidence-gathering activities and, on each occasion:
  - document evidence in a clear and concise manner
  - document feedback from others involved in the assessment

reporting findings to the qualified assessor, including an explanation of how the assessment meets the rules of evidence on each of the three occasions.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- competency-based assessment
- the principles of assessment
- the rules of evidence
- the different purposes of assessment
- the diversity of assessment contexts
- different types of evidence
- evidence-gathering methods
- the purpose and features of assessment tools, and assessment plans

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- potential barriers and processes relating to evidence-gathering procedures, and assessment processes
- the organisational policies and procedures relevant to this unit of competency.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment, and include access to qualified assessors for consultation.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TAEASS401 Plan assessment activities and processes

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1.* Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Application

This unit describes the skills and knowledge required to plan the assessment process, including recognition of prior learning (RPL), in a competency-based assessment system.

It applies to individuals with assessment planning responsibilities.

In planning activities and processes, individuals are required to identify the components of assessment tools, analyse and interpret assessment tools, and develop assessment instruments (also known as assessment tasks) and assessment plans.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Assessment

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine the assessment approach	1.1 Identify the candidate and confirm the purposes and context of the assessment with relevant people according to legal,

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ELEMENT	PERFORMANCE CRITERIA
	organisational and ethical requirements 1.2 Identify and access applicable industry or workplace standards for the assessment, and any specific assessment requirements
2. Prepare the assessment plan	2.1 Analyse units of competency and assessment requirements to identify evidence needed to demonstrate competence, according to the rules of evidence 2.2 Select assessment methods and instruments to support the collection of defined evidence, taking into account the context in which the assessment will take place 2.3 Develop the assessment plan and gain approval from relevant stakeholders
3. Identify modification and contextualisation requirements	3.1 Use information from the candidate and, where relevant, the candidate's workplace to identify contextualisation needs 3.2 Check advice provided by the training package or course developer relevant to identified contextualisation needs 3.3 Analyse existing assessment tools and record amendments required to address identified contextualisation needs 3.4 Determine opportunities for integrated assessment activities and record any changes required to assessment tools
4. Develop the assessment instruments	4.1 Analyse available assessment instruments for their suitability for use, and identify any required modifications 4.2 Develop assessment instruments to meet the required standard and specific workplace/candidate needs 4.3 Map assessment instruments against the unit or course requirements 4.4 Write clear instructions for the candidate and assessor regarding the use of assessment instruments 4.5 Check and confirm that draft assessment instruments meet required standards and specific workplace/candidate needs and record outcomes of checks

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

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FOUNDATION SKILLS

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 3.1, 3.2, 3.3, 3.4, 4.2, 4.3	• Identifies and confirms legal, organisational and ethical requirements • Selects and analyses assessment-related documents
Writing	1.1, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 3.4, 4.1, 4.2, 4.3, 4.4, 4.5	• Documents the assessment plan • Develops assessment instruments, including instructions and mapping • Records outcomes of draft assessment checks
Oral Communication	1.1, 2.3, 3.1	• Participates in exchanges about assessment processes and the trialling of instruments appropriate to the audience
Navigate the world of work	1.1	• Identifies, confirms and takes responsibility for adherence to policies, procedures, legal, and ethical requirements
Interact with others	1.1, 2.3, 3.1	• Collaborates with others as part of routine activities, and to confirm understanding
Get the work done	1.1, 1.2, 2.1, 2.2, 3.1, 3.2, 3.3, 3.4, 4.2, 4.3, 4.5	• Plans a range of routine processes and related tasks with logically sequenced steps, according to defined standards or parameters • Uses formal decision-making processes, identifying information and evaluating several choices against a limited set of criteria • Evaluates effectiveness of planning and design decisions in terms of how well they meet requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAEASS401 Plan assessment activities and processes	TAEASS401B Plan assessment activities and processes	Updated to meet Standards for Training Packages. Addition of new element.	No equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEASS401 Plan assessment activities and processes

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1.* Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Performance Evidence

The candidate must demonstrate the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- planning and organising the assessment process on a minimum of five separate occasions
- planning and organising two Recognition of Prior Learning (RPL) assessments (which may be two of the five assessment processes above.)

The evidence requirements for each occasion must include:

- a documented assessment plan
- a different endorsed or accredited unit of competency (or clusters of units of competency) for each of the five occasions
- contextualisation of the unit(s) of competency and the selected assessment tools, where required
- incorporation of reasonable adjustment strategies
- development of suitable assessment instruments for each of the five occasions

following organisational arrangements.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- obligations of an assessor under applicable legislation and/or standards

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- the major features of a unit of competency, and how they are to be addressed in assessment activities and processes
- interpreting competency standards as the minimum standard for assessment
- guidelines for contextualising units of competency
- different purposes of assessment and different assessment contexts, including RPL
- the purpose and features of evidence, and different types of evidence, used in competency-based assessments, including RPL
- the principles of assessment, and how they guide the assessment process
- the rules of evidence and how they guide the assessment process
- different assessment methods, including their suitability for collecting various types of evidence
- the components of assessment tools

different types of assessment instruments and their purpose and relevance for specific evidence-gathering opportunities.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and which are typical of those experienced in the training and assessment environment. This includes access to the units of competency used in assessment planning activities.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TAEASS402 Assess competence

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1.* Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Application

This unit describes the skills and knowledge required to implement an assessment plan, and gather quality evidence to assess the competence of a candidate using compliant assessment tools.

It applies to teachers, trainers and assessors in enterprises and registered training organisations (RTOs) and those providing assessment advisory services.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Assessment

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for the assessment	1.1 Interpret assessment planning documentation and applicable organisational, legal and ethical requirements for conducting the assessment and confirm with the relevant people 1.2 Access and interpret units of competency that are to be used as

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ELEMENT	PERFORMANCE CRITERIA
	benchmarks for assessment, and the nominated assessment tools, to confirm the requirements for the evidence to be collected 1.3 Determine opportunities for integrated assessment activities and document any changes to the assessment instruments, where required 1.4 Determine opportunities for evidence-gathering in actual or simulated activities, through consultation with the candidate and relevant personnel 1.5 Conduct a candidate briefing and explain, discuss and agree on the details of the planned assessment 1.6 Arrange identified material and physical resource requirements 1.7 Identify any specialist support requirements for the assessment, and organise if necessary
2. Gather quality evidence	2.1 Use agreed assessment methods 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
3. Support the candidate	3.1 Discuss and guide candidates in gathering their own evidence to support the 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 individual differences and enables two-way feedback 3.3 Make decisions on reasonable adjustments with the candidate, based on the candidate's needs and characteristics 3.4 Access specialist support, if required, in accordance with the assessment plan 3.5 Address any workplace health and safety (WHS) risk to a person or equipment immediately
4. Make the assessment decision	4.1 Assess the collected evidence, and to evaluate whether it reflects the evidence required to demonstrate competence 4.2 Use judgement to infer whether competence has been demonstrated, based on the available evidence 4.3 Make the assessment decision in line with agreed assessment procedures and according to the agreed assessment plan 4.4 Provide clear and constructive feedback to the candidate regarding the assessment decision, and clearly document

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ELEMENT	PERFORMANCE CRITERIA
	follow-up, if required
5. Record and report the assessment decision	5.1 Record assessment outcomes promptly and accurately 5.2 Complete and submit required assessment documentation, according to assessment procedures and confidentiality conventions 5.3 Inform other relevant parties of the assessment decision, according to confidentiality conventions
6. Review the assessment process	6.1 Review the assessment process in consultation with candidates and other relevant people to improve future practice 6.2 Document and record the review according to relevant assessment system policies and procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 4.1	• Accesses and interprets procedural and compliance documentation relevant to the assessment process • Examines and evaluates assessment evidence
Writing	1.1, 1.3, 1.5, 2.1, 3.1, 5.1, 5.2, 5.3, 6.2	• Completes workplace documentation accurately using appropriate language and following organisational requirements
Oral Communication	1.1, 1.4, 1.5, 3.1, 3.4, 4.4, 5.3, 6.1	• Communicates information and assessment process requirements clearly, using techniques appropriate to the audience and environment • Interacts appropriately with candidates to build rapport and understanding, and obtain specific information to support the assessment process
Navigate the world of work	1.1, 3.5, 5.3	• Identifies, confirms and takes responsibility for adherence to legal and ethical requirements • Recognises, and follows, explicit and implicit protocols and meets expectations associated with own role

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Interact with others	1.1, 1.4, 1.5, 3.1, 3.2, 3.4, 5.3, 6.1	• Adjusts personal communication style in recognition of the values and experiences of others to build rapport • Cooperates and collaborates with others and contributes to activities requiring joint responsibility and accountability
Get the work done	1.1, 1.2, 1.3, 1.4, 1.6, 1.7, 2.1, 2.2, 3.3, 3.4, 4.1, 4.2, 4.3, 6.1, 6.2	• Uses systematic, analytical processes in complex, non-routine situations, gathering information, and identifying and evaluating options against agreed criteria • Organises work according to specific requirements taking some responsibility for decisions regarding the format of information • With guidance, reviews the effectiveness of solutions in relation to the set goals

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
TAEASS402 Assess competence	TAEASS402B Assess competence	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEASS402 Assess competence

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1.* Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- assessment of at least five candidates within the vocational education and training (VET) context against at least one endorsed or accredited unit of competency according to the organisation's assessment processes and practices.
- using recognition of prior learning (RPL) processes in the assessment of at least one candidate (which may be one of the five candidates above)
- making reasonable adjustments in the assessment of at least one candidate.

The assessments must be undertaken under the supervision of a qualified assessor and cover an entire unit of competency for each candidate, including:

- the application of different assessment methods and instruments involving a range of activities and events
- using two-way communication and feedback with the candidate
- exercising judgement in making the assessment decision
- recording and reporting assessment outcomes in accordance with the assessment system and organisational, legal and ethical requirements

reviewing the assessment process.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

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- competency-based assessment, including:
  - VET as a competency-based system
  - how competency based assessment differs from other types of assessment
  - competency standards as the basis of qualifications
  - structure and application of competency standards
  - the principles of assessment and how they are applied
  - the distinction between assessment tools and assessment instruments
  - the rules of evidence and how they are applied
  - the range of assessment purposes and assessment contexts, including RPL
  - different assessment methods, including suitability for gathering various types of evidence, suitability for the content of units, and resource requirements and associated costs
  - reasonable adjustments and when they are applicable
  - types and forms of evidence, including assessment instruments that are relevant to gathering different types of evidence used in competency-based assessment, including RPL
  - the training and assessment strategies, 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 in assessment activities
- current legislative requirements relevant to the assessor and the assessment process
- workplace health and safety (WHS) responsibilities associated with assessing competence, including:
  - requirements for reporting hazards and incidents
  - emergency procedures
  - procedures for the use of relevant personal protective equipment
  - the safe use and maintenance of relevant equipment
  - sources of WHS information.

Assessment Conditions

Gather evidence to demonstrate consistent performance in a real assessment environment. The assessment environment must include access to assessment tools and recording materials.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TAEDEL301 Provide work skill instruction

Modification History

Release	Comments
Release 1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Application

This unit describes the skills and knowledge required to conduct individual and group instruction, demonstrate work skills and assess the success of training and one's own training performance, using existing learning resources in a safe and comfortable learning environment.

It emphasises the training as being driven by the work process and context, and applies to a person working under supervision as a work skill instructor in a wide range of settings not restricted to training organisations,

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Delivery and facilitation

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Organise instruction and demonstration	1.1 Gather information about learner characteristics and learning needs 1.2 Confirm a safe learning environment 1.3 Gather and check instruction, demonstration objectives, and seek assistance if required 1.4 Access and review relevant learning resources and learning

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ELEMENT	PERFORMANCE CRITERIA
	materials 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 details 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 workplace health and safety (WHS) procedures and requirements prior to, and during, training 2.4 Use delivery techniques to structure, pace and enhance learning 2.5 Apply coaching 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 measures 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 the learner 3.3 Review relationship between the trainer/coach and the learner, and adjust to suit learner needs
4. Review personal training performance	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 to organisational and legal requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

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Skill	Performance Criteria	Description
Learning	4.1	• Reflects on practice to improve
Reading	1.1, 1.3, 1.4, 2.2	• Sources and interprets processes and procedures, learning resources and information relevant to providing a work instruction and delivery
Writing	1.4, 1.6, 2.3, 2.6, 2.8, 3.2, 4.1, 4.2	• Accurately maintains learner records and documentation appropriate to the learning context and audience
Oral Communication	1.1, 1.6, 2.3, 2.4, 2.6	• Uses appropriate communication strategies to engage, build rapport, provide instruction, monitor progress and provide feedback to individuals or groups
Interact with others	1.2, 1.3, 2.1, 2.5, 2.8, 3.2	• Recognises the importance of consultation and negotiation while collaborating to confirm strategy and achieve required outcomes • Asks questions in order to clarify understanding, and to provide and seek feedback • Builds rapport to establish effective working relationships and to achieve effective outcomes
Get the work done	1.1-1.6, 2.1-2.8, 3.1-3.3, 4.1, 4.2	• Organises and completes work according to defined requirements, taking responsibility for some decisions and sequencing tasks to achieve efficient outcomes • Identifies and responds to potential risks, problems and opportunities for improvement and considers options for different approaches

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAEDEL301 Provide work skill instruction	TAEDEL301A Provide work skill instruction	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEDEL301 Provide work skill instruction

Modification History

Release	Comments
Release 1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- carrying out a minimum of three training sessions, involving demonstrating and instructing particular work skills for at least two different individuals or small groups, with each session addressing:
  - different learning objectives
  - a range of delivery techniques and effective communication skills appropriate to the audience.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- learner characteristics and needs
- the content and requirements of the relevant learning program, and/or the delivery plan
- the sources and availability of relevant learning resources and learning materials
- the content of relevant learning resources and learning materials
- training techniques that enhance learning, and when to use them
- introductory knowledge of learning principles and learning styles
- key workplace health and safety (WHS) 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.

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Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment and include access to any necessary workplace documents.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TLIA0003 Complete and check import/export documentation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to complete and check import and export documentation in accordance with the requirements of Customs and related legislation and workplace procedures.

It includes identifying procedures required for documenting import/export of goods, completing documentation to meet legislative and workplace requirements, checking documentation to ensure it meets legislative requirements and lodging documentation for processing.

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.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify procedures required for	**1.1** Documents required for import/export of goods are identified

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	documentation for import/export of goods		
		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 (such as quarantine) are identified and implications are noted
		1.6	Procedures for obtaining clearances are identified and followed in accordance with the requirements of Customs, related legislation and workplace procedures
		1.7	Letters of credit are identified and implications of each are noted
		1.8	Assistance is sought, as required, to identify necessary documents and to commence process of assessing or completing these documents
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, related legislation and workplace procedures
		2.2	Workplace procedures for authorisations are followed
		2.3	Data entry for documents is completed
		2.4	Problems arising in completing required documents are identified and assistance is sought to resolve these in accordance with the requirements of Customs, 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, related legislation and workplace procedures

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	3.2	Declarations are checked to ensure they meet the requirements of Customs, 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 (DG) documentation is checked in accordance with the requirements of Customs, related legislation and workplace procedures
	3.5	Document revisions are finalised, rechecked and forwarded to supervisor, manager or more senior personnel prior to lodgement
4 Lodge documentation for processing	**4.1**	Documents are copied then forwarded to relevant personnel in accordance with the requirements of Customs, related legislation and workplace procedures
	4.2	Copies of documents are filed, stored and retained in accordance with the requirements of Customs, related legislation and workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit Mapping Information

This unit replaces and is equivalent to TLIA2009 Complete and check import/export documentation.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIA0003 Complete and check import/export documentation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating and working effectively with others when completing import and export documentation
- completing and checking documentation and records to meet relevant Customs legislation, related legislation and workplace procedures
- completing and/or assessing accuracy of import and export documentation
- identifying procedures required for documentation for import and export of goods
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- providing customer/client service
- reading, interpreting and following import and export instructions, procedures and labels
- reporting and/or rectifying identified problems promptly in accordance with regulatory requirements and workplace procedures
- selecting and using relevant communications, computing and office equipment when completing import and export documentation.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian and international standards, codes, conventions and regulations relevant to importing and exporting cargo and freight
- Customs Act and related legislation
- documentation requirements for importing and exporting cargo and freight
- focus of operation of work systems, equipment, management and site operating systems for completing import and export cargo and freight documentation
- problems that may occur when completing import and export documentation and appropriate action that can be taken to resolve these problems
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines

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- workplace procedures and policies for completing import and export documentation.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE)
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIA0004 Complete receival and despatch documentation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to complete receival and despatch documentation in accordance with relevant regulations and workplace requirements as part of work activities within the transport and logistics industry.

It includes analysing orders to identify work requirements to fill order, following workplace order documentation processes, and finalising documentation in accordance with workplace procedures and any relevant regulatory requirements.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Analyse order to identify work requirements to fill order	**1.1** Order request documentation is interpreted

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	1.2	Ordered goods are noted and workplace locations identified
	1.3	Workplace and goods information is used to organise documentation
	1.4	Required schedules for order movement are identified and communicated with relevant personnel
	1.5	Special aspects of order are identified and information on required documentation procedures and relevant regulatory requirements are identified, accessed and interpreted
2 Follow workplace order documentation processes	**2.1**	Workplace procedures for order receival and despatch documentation are identified
	2.2	Complete receival and despatch documentation in accordance with workplace procedures and regulatory requirements
3 Finalise documentation	**3.1**	Order is checked against schedule and order form
	3.2	Workplace records are completed and labels and appropriate documentation are attached in accordance with workplace procedures and regulatory requirements
	3.3	Special transportation requirements are identified and conveyed to appropriate personnel
	3.4	Required documentation for dangerous goods and hazardous materials is completed in accordance with regulatory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Unit Mapping Information

This unit replaces and is equivalent to TLIA3015 Complete receival/despatch documentation.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIA0004 Complete receival and despatch documentation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- applying work health and safety (WHS)/occupational health and safety (OHS) procedures
- communicating effectively with others
- completing receival and despatch documentation
- estimating size, shape and special requirements of goods and loads
- identifying containers and goods coding markings and emergency information panels
- interpreting and following operational instructions, procedures and information
- monitoring work activities in terms of planned schedule
- selecting and using relevant systems.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- documentation requirements for receiving and despatching goods
- focus of operation of work systems, equipment, management and site operating systems for receiving and despatching goods
- housekeeping standards and procedures
- national and international standards, codes and regulations relevant to completing receival and despatch documentation including:
    - bond requirements
    - dangerous goods codes
    - legislative requirements
    - quarantine requirements
- receival and despatch documentation anticipated problems and appropriate actions for resolution
- requirements of loads with special conditions including:
    - controlled substances

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    - dangerous goods
    - hazardous materials
    - security requirements
    - temperature-controlled goods
- site layout and obstacles
- specifications and standards for checking and inspecting received and despatched goods
- WHS/OHS and environmental protection procedures and guidelines
- workplace procedures and policies for completing receival and despatch documentation.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIA0010 Identify goods and store to specifications

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to identify goods and store to specifications in accordance with relevant regulations and workplace requirements, as part of work operations in the transport and logistics industry.

It includes identifying and categorising goods, matching goods to locations based on specified criteria and assisting individuals to solve stock identification and location problems.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify and categorise goods	**1.1** Goods are identified and categorised in accordance with specifications and workplace procedures
	1.2 Equipment is selected and used safely according to workplace procedures and regulatory requirements

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2	**Match goods to locations based on specified criteria**	**2.1**	Locations for goods are determined based on workplace procedures
		2.2	Labels, goods systems and other information sources are used to assist in identifying goods, and handling and storage requirements
3	**Assist individuals to solve stock identification and location problems**	**3.1**	New stock items are identified and communicated with relevant personnel
		3.2	Stock queries are predicted and team members are assisted to locate stock information relevant to these goods
		3.3	Personnel are assisted with routine and non-routine stock enquiries and actions are taken to update goods information
		3.4	Personnel are encouraged to build knowledge of items
4	**Identify appropriate transfer and handling requirements**	**4.1**	Resources used to transfer different goods through storage zones are identified and evaluated
		4.2	Work in receival and despatch areas is supported by identifying and reporting variances
		4.3	Relevant documentation is completed in accordance with workplace procedures
5	**Contribute to continuous improvement**	**5.1**	Customer requirements are used to determine work design
		5.2	Problems are identified, control measures determined and notified to appropriate personnel
		5.3	Improvements to work methods are identified and notified to appropriate personnel

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit Mapping Information

This unit replaces and is equivalent to TLIA3017 Identify products and store to specifications.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIA0010 Identify goods and store to specifications

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing, reading and interpreting relevant goods information, policies and regulatory requirements
- applying relevant work health and safety (WHS)/occupational health and safety (OHS) requirements, legislation and workplace procedures
- communicating and working with relevant persons
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in goods and services in accordance with operating procedures
- reporting and rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant systems
- using inventory information to determine, plan and organise processes used for receival, storage, goods movement, despatch, stock levels and re-ordering processes
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- categories or groups of goods including:
  - key characteristics
  - hazard potential
  - special handling, stacking and storage requirements
- codes of practice and regulations relevant to workplace activities
- documentation requirements including reports and records concerning damaged or contaminated goods
- goods sources, destinations and potential problems

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- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems
- re-ordering procedures and just-in-time planning principles
- requirements for workplace documentation, inventory systems and records
- site layout and obstacles
- sources of goods information including:
  - policies and procedures
  - product knowledge
- types of equipment and storage areas appropriate for different types of goods including:
  - dangerous goods
  - fragile
  - hazardous
  - perishable
  - sensitive items.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIA0015 Organise receival and despatch operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to organise receival and despatch operations in accordance with regulations, codes of practice and workplace requirements in the transport and logistics industry.

It includes planning and organising receival operations, storing received stock, despatching ordered stock and completing documentation and records.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and organise receival and despatch operations	**1.1** Product characteristics and workplace procedures are applied to stock analysis
	1.2 Resources are identified to match product characteristics

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		1.3	Timeframes are scheduled to enable receival or despatch of stock according to workplace procedures
		1.4	Work processes are planned to meet specified timeframes
2	**Organise the storage and despatch of stock**	**2.1**	Employees, equipment and storage areas are allocated and supervised
		2.2	Individuals are informed of work requirements and deadlines
		2.3	Work processes are monitored to ensure human resources and equipment are maintained at productive levels in accordance with workplace procedures and work health and safety (WHS)/occupational health and safety (OHS) requirements
		2.4	Discrepancies in stocks are noted and reported in accordance with workplace procedures
3	**Complete documentation**	**3.1**	Documentation and records regarding receival and despatch operations are confirmed
		3.2	Documentation and records are completed and proofread
		3.3	Documentation and records are processed in accordance with workplace procedures and relevant regulatory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit Mapping Information

This unit replaces but is not equivalent to TLIA3018 Organise despatch operations and TLIA3019 Organise receival operations.

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Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIA0015 Organise receival and despatch operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying contingency plans in accordance with workplace procedures
- applying relevant legislation and workplace procedures
- communicating and working with others
- estimating size, shape and special requirements of goods and loads
- identifying relevant stock and goods coding and labelling
- monitoring work activities in terms of specified deadlines
- operating and selecting equipment in accordance with operating procedures
- reading, interpreting and following relevant instructions, procedures, labels, information and signs
- selecting and using relevant equipment and communications technology
- selecting and using required personal protective equipment (PPE) and conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- discrepancies and appropriate actions to resolve
- documentation and record requirements for receival and despatch operations
- equipment used for organising receival and despatch operations including safety precautions and procedures
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for organising receival and despatch operations
- regulations relevant for organising receival and despatch operations, or other legislative requirements
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- workplace procedures and policies for organising receival and despatch operations.

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- relevant and appropriate materials, tools, equipment and PPE currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIA2009 Complete and check import/export documentation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to complete and check import and export documentation in accordance with the requirements of Customs and related legislation and workplace procedures.

It includes identifying procedures required for documenting import/export of goods, completing documentation to meet legislative and workplace requirements, checking documentation to ensure it meets legislative requirements and lodging documentation for processing.

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.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.	
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 (such as quarantine) are identified and implications are noted
	1.6	Procedures for obtaining clearances are identified and followed in accordance with the requirements of Customs, related legislation and workplace procedures
	1.7	Letters of credit are identified and implications of each are noted
	1.8	Assistance is sought as required to identify necessary documents and to commence process of assessing or completing these documents
	1.9	Documentation is lodged as required by legislation
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, related legislation and workplace procedures
	2.2	Workplace procedures for authorisations are followed
	2.3	Data entry for documents is completed
	2.4	Problems arising in completing required documents are identified and assistance is sought to resolve these in accordance with the requirements of Customs, 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	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

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	legislative requirements		requirements of Customs, related legislation and workplace procedures
		3.2	Declarations are checked to ensure they meet the requirements of Customs, 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, related legislation and workplace procedures
		3.5	Document revisions are finalised, rechecked and forwarded to 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, related legislation and workplace procedures
		4.2	Documents are filed, stored and retained in accordance with the requirements of Customs, related legislation and workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIA2009A Complete and check import/export documentation.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIA2009 Complete and check import/export documentation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating and working effectively with others when completing import and export documentation
- completing and checking documentation and records to meet relevant Customs legislation, related legislation and workplace requirements
- completing and/or assessing accuracy of import and export documentation
- identifying procedures required for documentation for import/export of goods
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- providing customer/client service
- reading, interpreting and following import and export instructions, procedures and labels
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant communications, computing and office equipment when completing import and export documentation.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian and international standards, codes, conventions and regulations relevant to importing and exporting cargo and freight
- Customs Act 1901and related legislation
- documentation requirements for importing and exporting cargo and freight
- focus of operation of work systems, equipment, management and site operating systems for completing import/export cargo and freight documentation

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- problems that may occur when completing import and export documentation and appropriate action that can be taken to resolve these problems
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- workplace procedures and policies for completing import and export documentation.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIA2014 Use product knowledge to complete work operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to use product knowledge to complete work operations in accordance with workplace requirements and relevant regulations, as part of work activities within the transport and logistics industries.

It includes identifying products in a subsection of a warehouse or other storage area, examining quality, reporting on products, as well as using inventory and labelling systems to identify and locate products.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify products in a	1.1 Products are identified against specified criteria in

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subsection of a warehouse or other storage area	accordance with workplace procedures
	1.2 Storage and handling characteristics are identified and applied consistently
	1.3 Products are described to internal customers identifying features that may affect location, safety or storage requirements
2 Examine quality and report on products	2.1 Products are inspected in accordance with workplace quality assurance procedures
	2.2 Workplace procedures are followed to replace, return or dispose of stock/products that are not useable
	2.3 Non-conforming products are recorded/reported in accordance with workplace procedures
3 Use inventory and labelling systems to identify and locate products	3.1 Inventory and labelling systems are used to locate products within the workplace
	3.2 Goods are physically located and identified

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIA2014A Use product knowledge to complete work operations.

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Links

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Assessment Requirements for TLIA2014 Use product knowledge to complete work operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in products and services in accordance with standard operating procedures
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when handling, transporting and storing products and providing information on products and services
- completing documentation related to work activities
- estimating the size, shape and special requirements of goods and loads
- identifying containers and goods coding, Australian Dangerous Goods (ADG) and International Maritime Dangerous Goods (IMDG) markings and where applicable, emergency information panels
- reading and comprehending simple statements in English
- reading, interpreting and following instructions, procedures, information and signs relevant to handling, transporting, storing products and providing information on products and services
- selecting and using relevant communications, computing and load handling equipment
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- Australian codes and regulations relevant to products being identified, handled, transported, stacked and/or stored as part of work operations
- categories or groups of products and requirements for special handling, stacking and storage
- documentation requirements including reports and records concerning damaged or contaminated goods
- focus of operation of work systems, equipment, management and site operating systems for packaging goods
- housekeeping standards and procedures
- purpose and use of cataloguing and labelling systems
- site layout and obstacles
- strategies to seek out sources of product knowledge and to use this information to inform work
- types of equipment and storage areas appropriate for different categories of goods including perishable, fragile, dangerous, composition/state goods
- workplace procedures and policies for identifying, handling, stacking and storing particular categories of products.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

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Links

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TLIA2021 Despatch stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to despatch stock in accordance with codes/regulations and workplace requirements as part of work activities undertaken within the transport and logistics industry.

It includes analysing orders to identify work requirements, following workplace order picking processes to prepare goods for despatch, and completing despatch tasks in accordance with workplace procedures and schedules.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Analyse order to identify	1.1 Order request and consignment note documentation is

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work requirements	interpreted
	1.2 Required schedules for despatch are identified
	1.3 Product(s) in order are identified
	1.4 Workplace and product knowledge is used to plan sequence of work
	1.5 Appropriate materials handling equipment is selected within required work health and safety (WHS)/occupational health and safety (OHS) regulations and timeframe for the despatch
2 Follow workplace order picking processes to prepare goods for despatch	2.1 Goods for despatch are selected and checked against product knowledge, labels and other identification systems
	2.2 Products are sorted, assembled and consolidated
	2.3 Orders are secured and placed in storage/despatch zones, in accordance with schedule
	2.4 Order is checked against despatch schedule and order form
3 Complete despatch following workplace procedures and schedules	3.1 Workplace records are completed, and labels and appropriate documentation are attached
	3.2 Load labels and documentation are checked and loading is organised in accordance with workplace procedures and Australian Dangerous Goods (ADG) Code as required
	3.3 Final check of load labels and documentation is completed in accordance with requirements
	3.4 Transportation requirements are communicated to driver as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIA2021A Despatch stock.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIA2021 Despatch stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when organising despatch operations
- completing documentation related to organising despatch operations
- estimating size, shape and special requirements of goods and loads
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in goods and equipment in accordance with standard operating procedures
- reading, interpreting and following instructions, procedures and labels relevant to organising despatch operations
- selecting and using relevant equipment and communications technology when organising despatch operations
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- documentation and record requirements for despatch operations
- equipment used during despatch operations and the precautions and procedures that should be followed in its use
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for despatching goods
- problems that may occur when despatching goods and appropriate action that can be taken to resolve these problems
- regulations relevant to despatch operations, including the Australian Dangerous Goods (ADG) Code and relevant bond, quarantine or other legislative requirements
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- workplace procedures and policies for organising despatch operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIA3018 Organise despatch operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to organise despatch operations in accordance with codes/regulations and workplace requirements in the transport and logistics industry.

It includes planning and organising despatch operations, organising the storage and despatch of stock, and completing all required documentation and records.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and organise despatch operations	1.1 Knowledge of product characteristics and workplace procedures are applied to stock analysis

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	1.2 Resources including manual handling equipment, employee competencies, storage areas and goods management equipment are identified to match product characteristics
	1.3 Deadlines are scheduled to meet order requirements
	1.4 Work processes are planned to meet deadlines
2 Organise the storage and despatch of stock	2.1 Employees, equipment and storage areas are allocated and supervised
	2.2 Individuals are informed of work requirements and deadlines
	2.3 Work processes are monitored to ensure that human resources and equipment are maintained at productive levels in accordance with workplace procedures and work health and safety (WHS)/occupational health and safety (OHS) requirements
	2.4 Stock discrepancies are noted and reported in accordance with company procedures
3 Complete documentation	3.1 Required despatch documentation and records are confirmed
	3.2 Required despatch documentation and records are completed clearly and proofread
	3.3 Required despatch documentation and records are processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIA3018A Organise despatch operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIA3018 Organise despatch operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- estimating size, shape and special requirements of goods and loads
- identifying relevant stock and goods coding and labelling, including Australian Dangerous Goods (ADG) Code and International Maritime Dangerous Goods (IMDG) Code markings
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant equipment and communications technology
- selecting and using required personal protective equipment conforming to industry and WHS/OHS standards.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- documentation and record requirements for despatch operations
- equipment used when organising despatch operations, and the precautions and procedures that should be followed in its use
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for organising despatch operations
- problems that may occur and appropriate action that can be taken to resolve these problems
- regulations relevant for organising despatch operations, including the ADG Code and relevant bond, quarantine or other legislative requirements
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- workplace procedures and policies for organising despatch operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIA3026 Monitor storage facilities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to monitor storage facilities in accordance with relevant regulations and workplace requirements in the transport and logistics industry.

It includes determining site functions and operations, monitoring storage operations and taking appropriate action in response to identified discrepancies, changes to storage requirements or breaches in operational procedures.

Work is performed under general supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine site	1.1 Layout of storage facilities, work flow and activities undertaken

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functions and operations	in each zone are identified
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Type of storage facilities, their purpose and associated risk factors are identified
	1.4 Inventory lists are accessed through record management system
	1.5 Storage separations and co-storage applications are identified
2 Monitor storage operations	2.1 Inventory data is confirmed to match goods/freight and applicable storage requirements
	2.2 Storage areas are supervised to ensure movement of personnel and goods/freight are in accordance with workplace procedures
	2.3 Storage facilities are checked to ensure appropriate operational capacity
	2.4 Integrity of goods/materials are monitored to ensure appropriate quality is maintained
	2.5 Discrepancies/changes to storage requirements and/or inventory lists are noted and action is undertaken in accordance with workplace procedures
	2.6 Appropriate action/s are initiated in response to breaches of operational procedures or to an emergency/incident
	2.7 Operational actions and investigative outcomes are documented in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIA3026A Monitor storage facilities.

Links

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Assessment Requirements for TLIA3026 Monitor storage facilities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- monitoring equipment performance
- operating and adapting to differences in equipment in accordance with operating procedures
- reading, interpreting and following relevant instructions, procedures and signs
- using information on products and stock to determine, plan and organise processes used for monitoring storage facilities.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian codes and regulations, permit and licence requirements relevant to workplace activities
- equipment applications, capacities, configurations, safety hazards and control mechanisms
- operational work systems, equipment, management and site operating systems
- housekeeping standards and procedures
- information on various categories or groups of products including their key characteristics and hazards, and the special handling, stacking and storage requirements for each
- problems that may occur and appropriate action that can be taken
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines

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- requirements for workplace documentation reports and records
- site layout
- types of storage areas and related equipment appropriate for different types of goods including perishable, fragile and/or hazardous/dangerous goods
- workplace procedures and policies relevant to the monitoring of storage facilities.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIA4025 Regulate temperature controlled stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to regulate temperature controlled stock in accordance with relevant regulations and workplace procedures within the transport and logistics industry.

It includes identifying goods requiring temperature control, monitoring temperature of goods, and identifying and rectifying identified problems.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Identify goods requiring temperature control	1.1 Goods requiring temperature control are identified
	1.2 Temperature for short-term and long-term storage is selected to match product type
	1.3 Upper and lower limits for temperature control are identified
	1.4 Storage separations and co-storage applications are identified for products
2 Monitor temperature	2.1 Appropriate methods for determining temperature of goods are identified
	2.2 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	2.3 Storage areas are monitored for temperatures within range for product types
	2.4 Products are monitored to ensure compliance with temperature storage requirements
	2.5 Short-term storage times are identified for transit goods
	2.6 Documentation is completed in accordance with workplace procedures
3 Identify and rectify problems	3.1 Implications of incorrect temperature are identified
	3.2 Damaged goods are identified and appropriate action is taken in accordance with workplace procedures
	3.3 Causes of out-of-temperature range are identified
	3.4 Appropriate personnel are notified for problem rectification
	3.5 Goods handling workplace procedures for maintenance of stock under temperature control are identified and implemented

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIA4025A Regulate temperature controlled stock.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIA4025 Regulate temperature controlled stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- checking refrigeration equipment operation in terms of maintenance schedule and standard operating procedures
- communicating effectively with others
- implementing contingency plans
- operating and adapting to differences in stock and equipment in accordance with workplace procedures
- reading and interpreting relevant instructions, procedures and labels
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant equipment, processes and procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- focus of operation of work systems, equipment, management and site operating systems for regulating temperature controlled stock
- hazards when regulating and working with temperature controlled stock and appropriate action to control the risks involved
- problems that can occur with temperature controlled stock and appropriate action that can be taken
- procedures for pre-cooling and snap freezing

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- relevant codes of practice, food safety standards and regulations for temperature controlled stock
- relevant work health safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- special handling, stacking and storage requirements for temperature controlled stock
- workplace procedures and policies for regulating temperature controlled stock.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, food safety standards, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID0002 Care for livestock in transit

Modification History

Release 1. This is first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to prepare and care for livestock in transit, in accordance with relevant regulations and industry codes of practice for caring for livestock in transit.

It includes preparing to transport livestock, caring for and controlling livestock in transit, using appropriate animal husbandry techniques, and completing relevant documentation as required.

Work is performed under limited or minimum supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to transport livestock	**1.1** Health condition and quantity of livestock to be transported is checked prior to transport operation in accordance with client requirements and workplace procedures

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	1.2	Vehicle is checked that it is positioned correctly on loading dock, hazards are identified and required action is taken to minimise, control or eliminate identified hazards in accordance with work health and safety (WHS)/occupational health and safety (OHS)/occupational safety and health (OSH) and workplace procedures
	1.3	Livestock crate drainage system is inspected to ensure drainage of livestock effluent from the vehicle is in accordance with regulatory requirements and workplace procedures
	1.4	Livestock crate is checked for cleanliness and any hazards that could injure or damage livestock during loading, unloading and transit in accordance with regulatory requirements and workplace procedures
	1.5	Poor quality livestock is identified and reported to specified person/s in accordance with workplace procedures
	1.6	Feed provisions and other requirements including veterinary products for livestock, prior to and during transit, are identified and organised
	1.7	Portable stockyards are assembled as required in accordance with regulatory requirements and workplace procedures
	1.8	National vendor declaration is obtained and checked for accuracy in accordance with regulatory requirements
	1.9	Loaded livestock is visually assessed to ensure correct density of livestock within the pen and adjustments are made as required in accordance with regulatory requirements and workplace procedures
2 Care for and control livestock in transit	**2.1**	Wellbeing of livestock is regularly monitored during loading, transit and unloading, and appropriate action is taken in accordance with relevant government regulations, workplace procedures, and humane and permit requirements
	2.2	Relevant handling equipment is used to aid handling of livestock during loading and unloading operations, in accordance with regulations and workplace procedures
	2.3	Action is taken for care and wellbeing of livestock in an

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			accident during transit
		2.4	Distressed livestock is identified and handled in an appropriate manner in accordance with regulatory requirements and workplace procedures
3	**Use animal husbandry techniques**	**3.1**	Symptoms of animal diseases and parasites are identified and appropriate action is taken to control them in accordance with relevant government regulations, workplace procedures, and humane and permit requirements
		3.2	Prescribed medication is administered to livestock in accordance with veterinary directions and workplace procedures
4	**Completion of documentation**	**4.1**	National vendor declaration transport section is completed correctly and clearly by transport operator
		4.2	National vendor declaration is given to the appropriate person upon reaching destination on the declaration

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID3020 Care for livestock in transit.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID0002 Care for livestock in transit

Modification History

Release 1. This is first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- inspecting vehicle to ensure livestock crate drainage system is in place and is effective in control of livestock effluent
- checking livestock crate for cleanliness and any hazards that could injure or damage livestock during loading, unloading and transit
- loading livestock to ensure correct density of livestock within the pen
- applying relevant work health and safety (WHS)/occupational health and safety (OHS)/occupational safety and health (OSH) requirements and guidelines and workplace procedures
- communicating effectively and working collaboratively with others in the care of livestock in transit
- completing relevant documentation including relevant sections of National Vendor declaration
- identifying and correctly using required equipment
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reporting and rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- reading and interpreting relevant instructions, procedures and information
- working systematically with required attention to detail without injury to self or others, or damage to animals or equipment.

Knowledge Evidence

- Australian animal welfare standards and guidelines for transporting livestock by land
- housekeeping standards and procedures when caring for livestock during transit

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- insurance rights and requirements of clients
- methods of securing livestock during transit
- relevant regulations for caring for livestock in transit
- risks when caring for livestock in transit and related precautions to control the risk
- specialised livestock handling equipment and procedures for its use
- WHS/OHS/OSH requirements and guidelines for lifting and moving loads
- workplace procedures and policies for caring for livestock in transit.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID0006 Move materials mechanically using automated equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to move materials mechanically using automated equipment.

It includes selecting appropriate automated mechanical moving equipment, moving materials in accordance with operational requirements, checking condition of materials and completing required records.

Work must be carried out in compliance with relevant work health and safety (WHS)/occupational health and safety (OHS) regulations related to automated mechanical equipment.

Work is performed under limited or minimum supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Identify task and select automated equipment**	**1.1**	Automated equipment is selected in accordance with workplace procedures, manufacturer specifications and loads characteristics
		1.2	Pre-operational checks are completed and safe working load is determined in accordance with workplace procedures and manufacturer specifications
		1.3	Automated equipment faults are identified and appropriate action taken in accordance with workplace procedures
		1.4	Dangerous goods (DG) and hazardous materials are identified and handled in accordance with workplace procedures
2	**Move materials with automated equipment**	**2.1**	Planned route is determined and work area deemed safe
		2.2	Hazards are identified, risks are assessed and control measures are implemented
		2.3	Materials are moved using automated equipment in accordance with manufacturer specifications and workplace procedures
		2.4	Materials are monitored in accordance with workplace procedures
3	**Complete material move and records**	**3.1**	Materials are inspected in accordance with workplace procedures
		3.2	Records are updated in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Unit Mapping Information

This unit replaces and is equivalent to TLID2013 Move materials mechanically using automated equipment.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID0006 Move materials mechanically using automated equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying workplace procedures when using automated equipment
- following relevant instructions, workplace procedures and signs
- monitoring performance of automated equipment and taking action in accordance with workplace procedures
- reporting automated equipment faults in accordance with workplace procedures
- undertaking operational checks of automated equipment
- using personal protective equipment (PPE) according to workplace procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- characteristics, capabilities and limitations of automated equipment
- hazards when using automated equipment and related risk control measures
- problems that may occur and appropriate actions that can be taken to resolve these problems
- relevant work health and safety (WHS)/occupational health and safety (OHS) procedures and regulations
- workplace policies and procedures for using automated equipment.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational

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situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- relevant materials, tools, automated equipment and PPE
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID2003 Handle dangerous goods/hazardous substances

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to handle dangerous goods and hazardous substances in accordance with relevant work health safety (WHS)/occupational health and safety (OHS) regulations concerning the safe handling of dangerous goods and hazardous substances, within the transport and logistics industry.

It includes identifying requirements for working with dangerous goods and/or hazardous substances, confirming site incident procedures and selecting handling techniques.

Work is performed under general supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Identify requirements for working with dangerous goods and/or hazardous substances	1.1 Dangerous goods/hazardous substances are identified from information including class labels, manifests and other documentation
	1.2 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.3 Storage requirements for dangerous goods/hazardous substances are identified and applied
	1.4 Legislative requirements for dangerous goods/hazardous substances are used to plan work activities
	1.5 Handling procedures for different classes and characteristics of goods are observed
	1.6 Confirmation is sought from relevant personnel where dangerous goods/hazardous materials do not appear to be appropriately marked
2 Confirm site incident procedures	2.1 Incident reporting processes are identified
	2.2 Emergency equipment is located and checked in accordance with workplace procedures and statutory regulations
	2.3 Emergency procedures are identified and confirmed
3 Select handling techniques	3.1 Load handling and shifting procedures are selected in accordance with identified requirements for particular goods
	3.2 Handling equipment is checked for conformity with workplace requirements and manufacturer guidelines
	3.3 Suitable signage or placards are checked for compliance with workplace procedures, as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID2003A Handle dangerous goods/hazardous substances.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID2003 Handle dangerous goods/hazardous substances

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating and working effectively with others
- completing relevant documentation
- determining required permits
- estimating weight and dimensions of load and any special requirements
- identifying and assessing handling and storage precautions and requirements for dangerous goods/hazardous substances
- identifying and selecting safety requirements for handling dangerous goods/hazardous substances
- identifying containers and goods coding, markings and emergency information panels for mode of transport storage selected
- identifying dangerous goods/hazardous substances using labels, International Maritime Dangerous Goods (IMDG) Code markings, HAZCHEM signs and other relevant identification criteria
- identifying job and site hazards, and planning work to minimise risks
- implementing contingency plans
- maintaining workplace records and documentation
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule, predicting consequences and identifying improvements
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures, regulations, information and signs
- recognising hazards and applying precautions and required action to minimise, control or eliminate recognised hazards
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures

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- selecting and using required personal protective equipment (PPE) conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- selecting appropriate equipment and work systems including PPE
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- equipment applications, capacities, configurations, safety hazards and control mechanisms
- housekeeping standards and procedures
- permit and licence requirements
- problems that may arise when handling of dangerous goods and hazardous substances and actions that should be taken to prevent or solve these problems
- relevant aspects of current Australian Dangerous Goods (ADG) Code and relevant Australian Standards
- relevant regulations and codes concerning handling dangerous goods/hazardous substances
- risks when handling dangerous goods/hazardous substances and related precautions to control risk
- workplace procedures for handling and storing dangerous goods/hazardous substances.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy

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requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, current ADG Code, codes of practice and operation manuals
- relevant materials, tools, equipment, and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID2004 Load and unload goods/cargo

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to load and unload goods and cargo in accordance with relevant state/territory roads and traffic authority regulations/permit requirements.

It includes loading and unloading goods and cargo, securing and protecting a load and completing all required documentation.

Work is performed under general supervision within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Load and unload goods/cargo**	1.1 Load characteristics are identified and taken into account when determining appropriate loading and unloading workplace procedures
		1.2 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
		1.3 Dangerous or hazardous goods are identified and handled in accordance with the current Australian Dangerous Goods (ADG) Code and other relevant regulations/permit requirements
		1.4 Load is packed/unpacked to make safe and effective use of available spaces
		1.5 Goods/cargo are loaded in accordance with relevant mass and loading regulations and workplace procedures
		1.6 Lifting aids and appliances are selected and used to aid loading procedures in accordance with workplace procedures and safety legislation
		1.7 Unloading activities are conducted in a safe and efficient manner taking into account suitable locations, stowage, safe use of equipment and balance of remaining load
		1.8 Goods requiring special handling and/or documentation are identified and workplace procedures are followed
		1.9 Relocated material is restacked appropriate for transport method, safe height, weight loading, size and crushability of goods
2	**Secure and protect load**	2.1 Load distribution is checked to ensure it is even, legal and within safe working capacity
		2.2 Load is checked to ensure dangerous goods and hazardous substances are appropriately segregated in accordance with current ADG Code
		2.3 Load is secured using correct load restraint and protection equipment for different loads, carrying and storage conditions
		2.4 Load is protected in accordance with legal and workplace safety requirements
3	**Complete**	3.1 Load is inspected and checked for security to travel, in accordance with relevant regulations/permit requirements

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documentation		and current ADG Code, as required
	3.2	All required goods documentation is completed in accordance with workplace requirements including current ADG Code, as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID2004A Load and unload goods/cargo.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID2004 Load and unload goods/cargo

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying required action to minimise, control or eliminate identified hazards
- completing relevant documentation
- estimating load size, shape and special requirements and taking appropriate action
- identifying containers and goods coding, Australian Dangerous Goods (ADG) and International Maritime Dangerous Goods (IMDG) Code markings and emergency information panels, and taking appropriate action
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in cargo and equipment in accordance with operating procedures
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- reading and interpreting relevant instructions, procedures, information, signs and labels
- applying relevant legislation and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- chain of responsibility workplace procedures
- housekeeping workplace procedures
- national load restraint guidelines
- problems that may arise when loading and unloading goods and cargo and actions that should be taken to prevent or solve these problems
- relevant Australian and international regulations and codes of practice for handling and transporting dangerous goods and hazardous substances
- relevant Australian Standards and regulations including state/territory mass and loading regulations
- risks when loading and unloading goods/cargo and related precautions to control risk
- safe work methods for securing load
- security awareness requirements when loading and unloading vehicles and in particular recognising, isolating and reporting suspicious cargo and goods
- site layout and obstacles
- WHS/OHS procedures and guidelines concerning the lifting and movement of loads
- workplace procedures and policies for loading and unloading goods/cargo.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, national Load Restraint Guide (LRG), codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in

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industry.

Links

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TLID2010 Operate a forklift

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate a forklift in compliance with the relevant state/territory authority licence requirements and regulations, in a variety of operational contexts.

It includes checking forklift condition, driving forklift to fulfil operational requirements, and monitoring and maintaining forklift performance and site conditions.

Assessment of this unit will usually be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory work health and safety (WHS)/occupational health and safety (OHS) authority.

Operation of a forklift is performed under some supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Check forklift condition	1.1 Condition of forklift is checked for compliance with WHS/OHS and workplace requirements for warning devices, manufacturer specifications and nature of load shifting task
	1.2 Attachments are checked to ensure appropriate adjustment and operation
	1.3 Mirrors and seats are adjusted for safe operation by driver
	1.4 Logbooks are checked and appropriate workplace documentation is completed in accordance with workplace requirements
2 Drive forklift	2.1 Forklift is started, steered, manoeuvred, positioned and stopped in accordance with regulations and manufacturer instructions
	2.2 Engine power is managed to ensure efficiency and performance and to minimise engine and gear damage
	2.3 Operational hazards are identified and/or anticipated and avoided or controlled through defensive driving and appropriate hazard control techniques
	2.4 Forklift is driven in reverse, maintaining visibility and achieving accurate positioning
	2.5 Forklift is parked, shut down and secured in accordance with manufacturer specifications, regulations and workplace procedures
3 Operate forklift to handle loads	3.1 Lifting task to be undertaken is appropriately planned, and correct lifting truck and attachments are selected
	3.2 Load is lifted, carried, lowered and set down in accordance with WHS/OHS legislation, manufacturer specifications and company procedures
4 Monitor site conditions	4.1 Hazards and traffic flow are identified when selecting the most efficient route and appropriate adjustments are made
	4.2 Site conditions are assessed to enable safe operations and to ensure no injury to people or damage to property, equipment, loads or facilities occurs

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5 Monitor and maintain forklift performance	5.1 Performance and efficiency of vehicle operation is monitored during use
	5.2 Defective/irregular performance and malfunctions are reported to relevant personnel
	5.3 Forklift records are maintained/updated in accordance with workplace procedures and legislative requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID2010A Operate a forklift.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID2010 Operate a forklift

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- checking and replenishing fluids, and carrying out lubrication processes
- communicating and working effectively with others
- completing relevant documentation
- ensuring forklift and its equipment are maintained in terms of service schedule and standard operating procedures
- identifying points of balance and safe lifting positions on a range of loads when operating a forklift (including accessories)
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring performance of forklift and its equipment, and taking appropriate action as required
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and WHS/OHS standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- efficient driving techniques
- engine power management and safe operating strategies
- forklift controls, instruments and indicators, and their use
- forklift handling procedures
- high risk work licence requirements
- operating hazards and related defensive driving and hazard control techniques
- operational emergency procedures
- pre-operational checks carried out on forklift and related action
- principles of stress management when driving a forklift
- relevant duty of care requirements for operating a forklift
- relevant WHS/OHS and environmental procedures and regulations
- site layout and obstacles
- workplace operating procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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Links

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TLID2013 Move materials mechanically using automated equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to move materials mechanically using automated equipment such as automatic guided vehicles, tow motors, low level order pickers, conveyor systems and mechanised pallet movers.

It includes selecting appropriate mechanical moving equipment, moving materials/goods in accordance with operational requirements, checking condition of materials/goods and completing all required documentation.

Work must be carried out in compliance with relevant work health and safety (WHS)/occupational health and safety (OHS) regulations concerning moving materials mechanically using automated equipment.

Work is performed under limited or minimum supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Select load moving equipment	1.1 Mechanised handling equipment, route to be taken and procedures to be used are selected appropriate to goods characteristics
	1.2 Dangerous goods and hazardous materials are identified and handled in accordance with codes of practice, WHS/OHS requirements and workplace procedures
2 Move goods	2.1 Hazards are identified, risks are assessed and control measures are implemented
	2.2 Goods are moved using selected materials handling equipment in accordance with WHS/OHS regulations, manufacturer instructions and workplace procedures
	2.3 Problems moving goods and materials using automated equipment are identified and reported in accordance with workplace procedures
3 Check goods and complete documentation	3.1 Relocated goods are inspected for possible damage during transit/movement and appropriate action is taken
	3.2 Appropriate documentation is completed to track moved goods in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLID2013A Move materials mechanically using automated equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID2013 Move materials mechanically using automated equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- checking and replenishing fluids and carrying out lubrication processes during work activities
- communicating effectively with others
- ensuring servicing of automated equipment in terms of maintenance schedule and standard operating procedures
- implementing contingency plans
- monitoring and prioritising work activities in terms of planned schedule
- monitoring performance of automated equipment and taking appropriate action as required
- operating and adapting to differences in equipment in accordance with operating procedures
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

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- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for using automated equipment to move materials mechanically
- problems that may occur and appropriate action that can be taken to resolve these problems
- purpose, characteristics, capabilities, requirements and limitations of automated materials moving equipment
- relevant regulations, workplace procedures and policies for using automated equipment to move materials mechanically
- relevant WHS/OHS and environmental protection procedures and guidelines
- risks when using automated equipment to move materials and related precautions to control the risks
- site layout and obstacles.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- automated equipment such as:
  - automatic guided vehicles
  - tow motors
  - low level order pickers
  - conveyor systems
  - mechanised pallet movers
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE0002 Process workplace documentation

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Assessment Conditions.

Release 1. This is first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to process workplace documentation and gather data in accordance with workplace requirements. Processing documentation/data is carried out as an integral part of work operations in the context of the workplace concerned.

It includes planning and completing documentation and data gathering to fulfil an identified purpose, including legislative obligations.

Work may be performed in a team or autonomous working situations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan documentation/data	**1.1** Purpose of workplace documentation/data gathering is

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	gathering		identified and confirmed in accordance with legislative obligations and workplace procedures
		1.2	Information needed for completing workplace documentation/data is identified as required in accordance with legislative obligations and workplace procedures
2	**Complete documentation/data gathering**	**2.1**	Data is gathered, required documentation is prepared and forms are completed, in accordance with workplace policies and procedures
		2.2	Information/data is gathered and entered into computerised system, as required, in accordance with regulatory requirements and workplace procedures
		2.3	Workplace documents and electronic applications and systems are maintained accurately and in a timely manner in accordance with regulatory requirements and workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit Mapping Information

This unit replaces and is equivalent to TLIE2008 Process workplace documentation.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIE0002 Process workplace documentation

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Assessment Conditions.

Release 1. This is first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant work health and safety (WHS)/occupational health and safety (OHS) legislation and workplace procedures
- completing workplace documentation and forms
- ensuring processed information and data is checked for relevance, accuracy and completion
- operating and adapting to differences in electronic applications and systems in accordance with operating procedures
- reading, interpreting and organising information and data needed for completing and processing workplace documentation and forms
- working collaboratively with others when completing and processing workplace documentation, data and forms
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- writing and entering information and data into electronic applications and systems in a timely manner.

Knowledge Evidence

- procedures for processing workplace documentation and data using relevant workplace technology
- relevant procedures and duty of care requirements
- relevant WHS/OHS legislation, regulatory requirements and workplace responsibilities
- requirements and sources for workplace documentation, including:
  - data
  - diaries
  - forms
  - logs

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- typical problems in processing workplace documentation and data and appropriate action and solutions.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, electronic applications and systems, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF3003 Implement and monitor work health and safety procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement and monitor work health and safety (WHS)/occupational health and safety (OHS) procedures, in compliance with relevant WHS/OHS regulations.

It includes accessing information about WHS/OHS workplace policies and procedures, and implementing and monitoring procedures for identifying and assessing hazards and controlling risks. It also includes planning and supervising housekeeping arrangements, and implementing and monitoring procedures for dealing with hazardous events.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Access information about WHS/OHS and workplace policies and procedures	1.1 Relevant provisions of WHS/OHS legislation and codes of practice are accurately followed
	1.2 Information on workplace WHS/OHS health and safety policies, procedures and programs is stored in a readily accessible location and manner
	1.3 Information is accurately and clearly explained to work team
	1.4 Information about risk identification outcomes and control procedures is provided to appropriate personnel
2 Implement and monitor procedures for identifying and assessing hazards	2.1 Existing and potential hazards in work area are identified and reported
	2.2 Identified hazards are assessed in relation to relative risk
	2.3 Appropriate action is initiated to minimise and control risks/hazards
3 Implement and monitor procedures for controlling risks	3.1 Incorporation of hierarchy of risk control measures within hazard register is checked
	3.2 Existing risk control measures are implemented, monitored and reviewed
	3.3 Work procedures to control risks are implemented and adherence to them by work group is monitored
	3.4 Required improvements to existing risk control measures are identified, including required resources for implementation, and reported to appropriate personnel
4 Plan and supervise housekeeping arrangements	4.1 Housekeeping tasks are identified and incorporated in enterprise work roles
	4.2 Housekeeping equipment is maintained
	4.3 Team members are allocated housekeeping tasks and are supervised in performing allocated tasks

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	4.4 Housekeeping practices are planned to conform with environmental and WHS/OHS health and safety requirements
5 Implement and monitor procedures for dealing with hazardous events	5.1 Workplace procedures for dealing with hazardous events are implemented as required to ensure prompt control action is taken
	5.2 Hazardous events are investigated to identify causes
	5.3 Risk control measures are implemented to prevent recurrence and to minimise risks of hazardous events or issues, and are reported to appropriate personnel for implementation

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF3003A Implement and monitor occupational health and safety procedures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF3003 Implement and monitor work health and safety procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- ensuring that precautions and required action are taken to minimise, control or eliminate identified hazards
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- emergency and evacuation procedures
- HAZCHEM symbols and implications for safe work and storage
- hierarchy of risk controls
- housekeeping standards and procedures
- location and use of safety alarms, manifests, emergency shut-off systems, emergency communications systems
- manual and mechanically operated lifting and load shifting procedures
- procedures for storing and using flammable materials
- procedures for storing and using hazardous substances
- relevant WHS/OHS procedures and guidelines
- reporting procedures for unsafe situations, fire hazards, broken or damaged equipment or fittings, sickness and accidents
- risks when using manually-operated equipment to shift loads and related precautions to control these risks
- signs and signals for WHS/OHS warnings
- site layout and obstacles
- terms used in safety data sheets (SDSs)/material safety data sheets (MSDSs)
- transport requirements for transporting goods within a workplace.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIK2010 Use infotechnology devices in the workplace

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to use infotechnology devices in the workplace in accordance with the relevant work health and safety (WHS)/occupational health and safety (OHS) regulations and workplace procedures, within the transport and logistics industry.

It includes identifying infotechnology equipment and systems; setting up, using and shutting down computer-based equipment and systems; and inputting, storing and presenting files/data. It also involves implementing workplace procedures for managing and securing data.

Work is performed under some supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

K – Technology

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Identify infotechnology systems**	**1.1**	Types of infotechnology equipment used in the work area are identified
		1.2	Functions of equipment, component parts and accessories are identified
		1.3	Applications for workplace activities of different infotechnology equipment and systems are interpreted
		1.4	Routine faults in operating systems, software applications and operator errors are identified
		1.5	Sources of information on rectifying/reporting faults with operating equipment, systems and application are identified
2	**Access and operate computer-based equipment and systems**	**2.1**	Work environments and equipment are adjusted to meet ergonomic requirements and workplace policies and procedures
		2.2	Systems are accessed and checked, as required, for viruses
		2.3	Equipment is set up for work requirements in accordance with workplace procedures and manufacturer guidelines
		2.4	Infotechnology equipment and software operating manuals and/or help screens are used to inform work practices
		2.5	Required application software packages and accessories are selected and accessed
		2.6	Required file and/or data to be accessed is identified
		2.7	Files/data are filed in accordance with workplace procedures
		2.8	Shut-down procedures for files, applications and equipment are followed
3	**Input, store and present files/data**	**3.1**	Data is entered using appropriate equipment, keyboard/mouse, bar code reader, touch screen or other system
		3.2	Accurate input is confirmed
		3.3	Files are accessed in accordance with workplace

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		procedures
	3.4	Data is manipulated to suit work requirements and is checked for accuracy
	3.5	Saved files are accessed through relevant directories
	3.6	Information and disk/s are stored, as required
	3.7	Information is presented using computerised projection facilities as required
4 Implement workplace procedures for managing and securing data	**4.1**	Security procedures are followed in accordance with workplace procedures
	4.2	Precautions against the loss or corruption of data are followed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIK2010A Use infotechnology devices in the workplace.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIK2010 Use infotechnology devices in the workplace

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing and/or completing electronic documentation through the use of infotechnology devices in the workplace
- adapting to differences in software and hardware equipment in accordance with operating procedures
- applying precautions and required action to minimise, control or eliminate hazards that may exist when using infotechnology devices in the workplace
- applying relevant legislation and workplace procedures
- identifying and using computer equipment, software, processes and procedures required within the job context
- identifying fault-finding procedures
- implementing contingency plans when using infotechnology devices in the workplace including using security and backup software and procedures
- modifying activities depending on operational contingencies, risk situations and environments
- operating infotechnology devices used within the workplace in accordance with operational requirements
- reading and interpreting instructions, procedures, information, operational instructions and manuals relevant to using infotechnology devices in the workplace
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of

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the requirements of the elements and performance criteria and include knowledge of:

- relevant work health and safety (WHS)/occupational health and safety (OHS) procedures and guidelines for using computer equipment in the workplace
- typical problems that can occur when using infotechnology devices and computer applications in the workplace and related appropriate action that can be taken to prevent or solve these problems
- WHS/OHS risks and hazards when using computer equipment for work tasks, and ways of controlling these risks/hazards
- workplace procedures for using computer equipment and application software appropriate for work role.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX0004X Administer inventory systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit of competency describes the skills and knowledge required to administer inventory systems. It includes identifying inventory systems, tracking inventory, planning and administering inventory systems and completing inventory audits and reports.

Inventory is defined as the quantity of goods owned and stored by an organisation that is intended either for resale or is raw materials and components used in producing goods that are then sold.

Inventory systems provide visibility and integration in the supply chain and they are used to record transactions associated with receiving, reducing or writing inventory off. An inventory system can include desktop software, barcode scanners, barcode labels, mobile devices and applications.

The unit is applicable to those with responsibilities for inventory systems within a supply chain.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X - Logistics

Unit Sector

Cross sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Identify inventory systems**	**1.1** Software, applications and devices used in the inventory system are identified
		1.2 Third party inventory control operations are verified
		1.3 Demand forecasting methods and tools are determined
		1.4 Inventory system policies, procedures and processes are confirmed
2	**Plan and administer inventory**	**2.1** Inventory characteristics are ascertained
		2.2 Stock specifications, locations, labels and reference numbers are validated using the inventory system
		2.3 Receipt and despatch stock is securely stored in designated locations and the inventory system is updated, as required
		2.4 Stock is monitored and reordered to meet optimum replenishment requirements, in accordance with organisational inventory procedures
		2.5 Stock is requisitioned and documentation is updated on the inventory system, as required
		2.6 Stock sorting, recycling and disposal is undertaken, in accordance with organisational inventory procedures
		2.7 Stock damage and losses against forecasts are assessed and investigations are completed into unacceptable cases
		2.8 Stock security is maintained, in accordance with organisational inventory procedures
3	**Track inventory**	**3.1** Inventory is monitored and tracked using the inventory system
		3.2 Buyers are kept informed of stock levels, in accordance with organisational inventory procedures
		3.3 Inventory transactions are monitored, in accordance with organisational inventory procedures
		3.4 Reorder cycles are adjusted to maintain consistent

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		supply, as required
	3.5	Discrepancies, out of specification and redirection opportunities are managed and reported using the inventory system
	3.6	Inventory reports are analysed and corrective action is taken, as required
	3.7	Vendor Managed Inventory (VMI) systems are used to manage inventory, as required
4 Complete inventory audits and reports	**4.1**	Inventory audits and cycle counts are performed, in accordance with organisational inventory procedures
	4.2	Report on inventory system management is produced, in accordance with organisational inventory procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is not equivalent to TLIA3016 Use inventory systems to organise stock control.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX0004X Administer inventory systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- assessing and managing stock quality including analysing discrepancies, out of specification and redirection opportunities
- categorising and labelling stock
- checking inventory specifications
- ensuring handling, sorting, disposal and recycling of stock is performed
- following organisational inventory policies and procedures
- identifying inventory characteristics
- maintaining and managing optimum stock levels
- meeting inventory system documentation requirements
- monitoring stock security
- reading and interpreting information and data related to inventory systems
- recording and maintaining inventory information
- undertaking quality control
- using the inventory system including inventory software and applications
- utilising Vendor Managed Inventory (VMI) systems
- validating third party inventory control operations.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- features of inventory systems
- financial implications of inventory management
- inventory documentation and reporting requirements including those for discrepancies, out of specification and redirection opportunities
- inventory loss and damage control
- inventory policies and procedures
- inventory tracking and security
- layout of inventory storage areas

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- maintenance and monitoring of stock quality and levels
- methods for categorising and labelling inventory
- principles of inventory management
- principles of quality control
- reorder cycles
- storage conditions for the maintenance of inventory including product life cycles, maximising use, rotation and replenishment requirements
- third party inventory control operations
- types of inventory systems
- valuation methods for different inventory items
- Vendor Managed Inventory (VMI) systems.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to a range of

- exercises, case studies or other simulations
- materials, tools and equipment used in industry including:
  - inventory systems and stock control equipment and tools
- documentation including organisational policies and procedures, industry standards, regulations, codes of practice, operational manuals and equipment specifications.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX0011X Establish blockchain in supply chains

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit of competency describes the skills and knowledge required to establish blockchain in supply chains. It includes preparing for blockchain, developing a strategy for blockchain, implementing and managing blockchain, managing change associated with blockchain and reviewing and reporting on blockchain.

Blockchain is a decentralised, shared, immutable database of transactions that uses consensus mechanisms to operate. Blockchain networks can be public with anyone able to join and see any transaction that happens. A private (permissioned) blockchain, that restricts who can access the network, is required when working with supply chains. Participants in the supply chain using blockchain will determine what data is seen by whom.

The digitisation of transactions and data using blockchain enables supply chain organisations to implement and monitor their ethical practices, contract management, traceability, transparency, authenticity and compliance programs.

The unit is applicable to those with management or team leadership responsibilities within a supply chain.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X - Logistics

Unit Sector

Cross sector

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for blockchain	**1.1** Collaborations, relationships and stakeholders in the supply chain are mapped
	1.2 Applicable legislative requirements, industry standards and codes of practice for blockchain are identified
	1.3 Level of responsibility and authority for establishing blockchain is confirmed
2 Develop a strategy for blockchain	**2.1** Blockchain strategy, including Key Performance Indicators (KPIs), is developed
	2.2 Policies, procedures and processes, including data distribution and customer assistance protocols, are developed to support the blockchain strategy
	2.3 Supply chain stakeholder communication plan is determined
	2.4 Compliance protocols are developed, in accordance with legislative requirements and industry standards, to support the blockchain strategy
	2.5 Risks associated with blockchain are ascertained and risk controls are developed, in accordance with risk management procedures and industry standards
3 Implement and manage blockchain	**3.1** Blockchain is established, on completion of trialling activities, in the supply chain
	3.2 Policies, procedures and processes are applied, in accordance with the blockchain strategy
	3.3 Risk controls and compliance protocols are defined and implemented to support blockchain use
	3.4 Support processes for blockchain users are implemented and managed, in accordance with the blockchain strategy and industry standards
	3.5 Onboarding and access control mechanisms for blockchain use are managed, in accordance with the blockchain strategy and industry standards
4 Manage blockchain	**4.1** Blockchain requirements and timelines are

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	change		communicated to supply chain stakeholders
		4.2	Training, coaching, mentoring and networking opportunities for supply chain stakeholders are managed, in accordance with the blockchain strategy
		4.3	Supply chain stakeholder concerns and complaints are documented and addressed, in accordance with blockchain procedures
5	**Review and report on blockchain**	**5.1**	Blockchain strategy and KPIs are reviewed, in consultation with supply chain stakeholders
		5.2	Report on blockchain implementation is prepared and presented to approved supply chain stakeholders
		5.3	Continuous improvement actions to support blockchain use in the supply chain are documented

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This is a new unit. There is no equivalent unit.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX0011X Establish blockchain in supply chains

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- addressing and documenting supply chain stakeholder blockchain concerns and complaints
- communicating and working with supply chain stakeholders
- confirming the level of responsibility and authority for establishing blockchain in the supply chain
- defining and implementing blockchain compliance protocols
- developing and applying policies, procedures and processes including customer assistance and data distribution protocols
- documenting blockchain continuous improvement recommendations
- establishing blockchain strategy and Key Performance Indicators (KPIs)
- identifying applicable legislative requirements, industry standards and codes of practice
- identifying risks related to blockchain and implementing risk controls
- managing blockchain onboarding and access control mechanisms
- mapping supply chain collaborations, relationships and stakeholders
- preparing and presenting reports on blockchain
- reviewing blockchain strategy and KPIs outcomes
- undertaking change management activities including training, mentoring, coaching and networking
- working with supply chain stakeholders to establish blockchain.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- blockchain strategy development and implementation including Key Performance Indicators (KPIs)
- capabilities of blockchain
- change management principles including opportunities and methods for training, coaching, mentoring and networking
- communication methods and tools

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- complaint resolution processes
- compliance protocols
- continuous improvement principles
- establishment requirement for blockchain
- industry and government initiatives to support blockchain
- legislative and regulatory obligations, industry standards and codes of practice
- onboarding and access control mechanisms for blockchain users
- policies, procedures and processes that support blockchain use in supply chains
- protocols for blockchain data distribution
- review and report requirements
- risk controls and risk management procedures
- stakeholder and relationship mapping
- support processes for blockchain stakeholders
- types of stakeholders in supply chains
- use of technology in supply chain operations

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to a range of

- exercises, case studies and/or other simulations
- materials, tools and equipment used in industry
- documentation including organisational policies and procedures, industry standards, regulations, codes of practice, operational manuals and equipment specifications.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX0013X Maintain stock control and receivals

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit of competency describes the skills and knowledge required to maintain stock control and receivals. It includes establishing supply arrangements, monitoring and maintaining stock, processing receivals and storing stock, determining stock wastage and discrepancies and performing stock audits and reporting.

Stock control involves the monitoring and managing of an organisation's stock. It applies to all stock at every stage of the production process from purchasing and delivery to using and reordering stock.

Receivals is the function of checking items delivered as new stock or supplies. It requires the inspection of goods and materials for quality, condition and quantity and the allocating of space in the storage facility or warehouse.

The unit is applicable to those with responsibilities for stock control and/or receivals within a supply chain.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X - Logistics

Unit Sector

Cross sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Establish supply arrangements	**1.1** Approved business data, forecasting methods and measures to calculate stock levels for standard business periods, peak seasons and special events are established
	1.2 Optimum supply arrangements are sourced and negotiated using approved purchasing specifications
	1.3 Stock quantities and cost effective terms of purchase are established
	1.4 Agreements are recorded, in accordance with stock control and receival procedures
2 Monitor and maintain stock	**2.1** Stock control systems and equipment to administer and monitor ordering processes and procedures, including real time tacking information from stock handling and data collection technologies, are used
	2.2 Stock levels and reorder cycles are monitored and maintained using approved forecasting methods and tools
	2.3 Evaluation of stock against specifications, including adjusting sources of supply, is undertaken, as required
	2.4 Optimal safety stock placement and service level optimisation is monitored, in accordance with the continuity plan and stock control and receival procedures
	2.5 Stock levels are recorded and reported, in accordance with stock control and receival procedures
3 Process receivals and store stock	**3.1** Orders for stock are processed and documented, including checking and recording receivals, against purchase and supply agreements
	3.2 Stock is distributed, transported and stored in an approved storage area using safe manual handling techniques
	3.3 Stock is inspected for quality, use by dates and damage
	3.4 Stock is labelled and any excess is reported, in accordance with stock control and receival

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		procedures
4	**Determine stock wastage and discrepancies**	**4.1** Control system and procedures for stock with high wastage or loss is implemented
		4.2 Stock is rotated for maximum use and minimum wastage, as required
		4.3 Excess or spoilt stock, including hazardous substances, is disposed of safely, in accordance with stock control and receival procedures
		4.4 Stock losses and discrepancies are recorded, in accordance with stock control and receival procedures, and security measures are reviewed
5	**Perform stock audits and report**	**5.1** Stock audits are performed and reports are produced within designated timeframes
		5.2 Audit findings and discrepancies in stock and receivals are reported to approved personnel

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to TLIA3038 Control and order stock and TLIA3039 Receive and store stock.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX0013X Maintain stock control and receivals

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- assessing stock loss, wastage, excesses and discrepancies
- completing stock orders and receivals within established timelines
- disposing of stock safely including hazardous substances
- forecasting stock and receivals using approved methods and tools
- identifying supply sources for different types of products
- identifying third party inventory control operations
- implementing cost effective stock purchasing and control systems
- maintaining stock and receival data and records
- monitoring optimal safety stock placement and service level optimisation
- monitoring stock control systems, stock quality and cost effectiveness of supplies
- performing stock audits
- producing stock control reports
- receiving, storing, monitoring and maintaining stock levels over life cycle periods
- undertaking supplier and customer relationship management
- utilising stock handling, receivals and data collection technologies
- working with continuity plan and stock control and receival policies and procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- continuity plans
- contractual and preferred supplier arrangements
- disposal methods for stock and waste including hazardous substances
- stock control and receivals policies and procedures
- principles of stock control including:
    - approaches to calculating stock levels and replenishment requirements
    - factors that may influence purchase specifications

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    - forecasting methods for calculating inventory consumption
- methods and tools for calculating cost effective stock quantities including
    - methods of stock control including FIFO (First In, First Out) and LIFO (Last In, First Out)
    - standard measures and formulas for yield testing
    - stock control systems including bin card system, imprest system, integrated point of sale system and ledger systems
- product life and storage requirements for specific stock
- real time information using stock data technologies
- report requirements on stock loss, wastage, excesses and discrepancies
- safe manual handling techniques
- safe stock placement and service level optimisation
- security measures for stock including storage and tracking
- stock control audits
- stock ordering and delivery processes
- stock quality control
- stock reorder cycles for standard business periods, peak seasons and special events
- supplier and customer relationship management
- supply sources for different types of products
- types of computerised stock control systems, their functions and features.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to a range of

- exercises, case studies or other simulations
- materials, tools and equipment used in industry including:
    - access to suppliers with whom the learner can interact, commercial purchase specifications, stock control procedures and reports and costs and contractual documentation used for the purchase of stock
    - stock control software systems and applications
- documentation including organisational policies and procedures, industry standards, regulations, codes of practice, operational manuals and equipment specifications.

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Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX0015X Manage fundamental aspects of supply chains

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit of competency describes the skills and knowledge required to work with the fundamental aspects of supply chains. It includes determining fundamental aspects, monitoring fundamental aspects, implementing continuous improvement strategies and reporting on fundamental aspects.

Fundamental aspects of a supply chain includes all activities that relate to the integration, operation, purchasing and distribution of products and goods that are critical to the success of a business. Failure to manage the fundamental aspects of a supply chain can have a significant impact on the ability of a business to survive in the market place.

The unit is applicable to individuals working in supply chain management roles. Typically, they will work independently and perform complex tasks in a range of familiar and unfamiliar contexts.

No licensing, legislative or certification requirements apply to this unit of competency at the time of publication.

Pre-requisite Unit

Not applicable

Competency Field

X - Logistics

Unit Sector

Cross sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Determine fundamental aspects**	**1.1** Status of fundamental aspects of the supply chain are verified
		1.2 Key Performance Indicators (KPIs) for fundamental aspects are identified from strategic supply chain documentation
		1.3 Supply chain planning and forecasting requirements are determined
		1.4 Vulnerabilities and opportunities in the supply chain are identified
		1.5 Digital systems and applications used to support fundamental aspects of the supply chain are confirmed
		1.6 Supply chain stakeholders are identified
		1.7 Level of authority for performance in the supply chain is verified
2	**Monitor fundamental aspects**	**2.1** Communication channels and strategies to engage supply chain stakeholders are reviewed
		2.2 Supply chain operations and outcomes are evaluated and actions to reduce vulnerabilities and achieve better value for money are developed
		2.3 Supplier capacity and capability is examined, in accordance with supply chain procedures, to ensure customer requirements are being met
		2.4 Stakeholder relationships are monitored, in accordance with supply chain procedures
		2.5 Supply chain purchasing channels and distribution outcomes are monitored, in accordance with supply chain procedures
		2.6 Legal, ethical, environmental, corporate social responsibility principles and sustainability issues are addressed, in accordance with supply chain policies and procedures
		2.7 Supply chain risks are managed and alternative strategies are developed, as required
3	**Implement continuous**	**3.1** Supply chain performance is baselined and measured against recognised industry benchmarks using

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improvement strategies		approved methods and tools
	3.2	Supply chain flows and KPIs are examined to ensure fundamental aspects of the supply chain are working cohesively
	3.3	Stakeholder feedback is analysed to measure satisfaction
	3.4	Data on supply chain discrepancies and inconsistencies is analysed and remediation actions are implemented
	3.5	Digital systems and applications in the supply chain are reviewed for effectiveness
4 Report on fundamental aspects	**4.1**	Trends and challenges in fundamental aspects of the supply chain are identified and reviewed, in accordance with supply chain procedures
	4.2	Strategies that support continuous improvement of fundamental aspects are evaluated and recommendations for improvement are developed
	4.3	Report on continuous improvement actions is prepared and disseminated to approved stakeholders

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This is a new unit. There is no equivalent unit.

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Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX0015X Manage fundamental aspects of supply chains

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- addressing legal, ethical, envrionemental, corporate social responsibility principles and sustainability issues in supply chains
- analysing discrepencies, inconsistencies in data and stakeholder feedback
- applying supply chain policies and procedures
- implementing remediation actions
- determining:
  - baseline measurements and industry benchmarks
  - strategic supply chain documentation
  - supply chain planning and forecasting requirements
  - supply chain vulnerabilities and opportunities
- evaluating strategies that support continuous improvement
- examining supplier capacity and capability
- developing strategies and recommendations that support continuous improvement activities
- making recommendations for improvement
- managing risks and developing alternative strategies
- monitoring supply chain:
  - commercial and customer relationships
  - distribution and purchasing channels
  - flows
  - Key Performance Indicators (KPIs)
  - operations and outcomes
- preparing reports that address trends and challenges in supply chain fundemental aspects
- reviewing digital systems, applications, communication strategies and channels
- verifying level of authority for performance.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the

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requirements of the elements and performance criteria and includes knowledge of

- baseline measurements and industry benchmarks
- communication strategies and channels used in supply chains
- digital systems and applications used in fundemental aspects of a supply chain
- discrepancies, inconsistencies and remediation actions
- Key Performance Indicators (KPIs)
- legal, ethical, envrionementl and corporate social responsibility principles and sustainability issues
- supply chain policies and procedures
- report preparation
- requirements for planning and forecasting
- risk management and the development of alternative strategies
- supplier capabilities and capacities
- supply chain flows
- supply chain operations including:
  - commercial agreements and contractual requirements
  - customer service levels
  - delivery time frames
  - inventory flow and management
  - investment returns and cost controls
  - methods of pricing and payment terms
  - product sourcing
  - purchasing and distribution channels
  - quality control standards
  - value adds
- stakeholder relationships
- strategic supply chain documentation
- strategies that support continuous improvement activities
- trends and changes in fundemental aspects
- vulnerabilities and opportunities in fundemental aspects.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to a range of

- exercises, case studies or other simulations
- materials, tools and equipment used in industry
- documentation including organisational policies and procedures, industry standards, regulations, codes of practice, operational manuals and equipment specifications.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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UEENEED101A Use computer applications relevant to a workplace

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

1) Scope:

1.1) Descriptor

This unit covers the basic use of personal computers application relevant to a work function. It encompasses switching the computer on, applying user preferences, selecting basic applications, entering and retrieving information and printing files.

Note:

This unit applies to all aspects of Electrotechnology – engineering applications only. For general competencies related to Information Technologies refer to the latest endorsed IT Training Package.

Application of the Unit

Application of the Unit

2)

This unit is intended for competency development entry-level employment-based programs incorporated in approved contracts of training. It may be used to augment previously acquired competencies.

Licensing/Regulatory Information

License to practice

3)

The skills and knowledge described in this unit do not require a license to practice in the workplace. However, practice in this unit is subject to regulations directly

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License to practice **3)**

related to occupational health and safety and where applicable contracts of training such as apprenticeships.

Pre-Requisites

Prerequisite Unit(s) **4)**

Competencies **4.1)**

Granting competency in this unit shall be made only after competency in the following unit(s) has/have been confirmed.

UEENEEE101A	Apply Occupational Health Safety regulations, codes and practices in the workplace.

Literacy and numeracy skills **4.2)**

Participants are best equipped to achieve competency in this unit if they have reading, writing and numeracy skills indicated by the following scales. Description of each scale is given in Volume 2, Part 3 ‘Literacy and Numeracy’

Reading 3 Writing 3 Numeracy 3

Employability Skills Information

Employability Skills **5)**

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.

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Elements and Performance Criteria Pre-Content

6) Elements describe the essential outcomes of a competency standard unit	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 use computer applications.	1.1	OHS procedures for a given work area are identified, obtained and understood through established routines and procedures.
		1.2	Established OHS risk control measures and procedures in relation to computer and keyboard use are followed.
		1.3	Information required for the use of the application is obtained from appropriate sources.
		1.4	Computer is started up and desktop icons are manipulated to access desired application, directories and files.
		1.5	On-screen instructions in relation to any anomaly such as a virus warning are followed.
		1.6	Help directory is used to resolve any straightforward start up or access issues or anomalies.
2	Use computer basic application.	2.1	Established OHS risk control measures and procedures for carrying out the work are followed.
		2.2	Information is added, altered or deleted as needed in accordance with application user instructions.
		2.3	Routine checks are made to ensure accuracy of information in accordance with quality requirements.
3	Output information	3.1	Completed files are stored appropriately in

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ELEMENT	PERFORMANCE CRITERIA	
from an application.		accordance with enterprise requirements.
	3.2	Files are printed for a formal record and/or to forward to others.
	3.3	Files are sent via email in a readable format.
4 Shut down computer.	4.1	Files are named, arranged, saved and backed up in accordance with enterprise requirements.
	4.2	Computer shutdown procedures are followed and computer switched off.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

8) This describes the essential skills and knowledge and their level, required for this unit.

Evidence shall show that knowledge has been acquired of safe working practices using basic computer applications relevant to a workplace.

All knowledge and skills detailed in this unit should be contextualised to current industry practices and technologies.

KS01-ED101A Basic Computer Applications

Evidence shall show an understanding of computer use basics to an extent indicated by the following aspects:

T1 Starting up

T2 Selecting application

T3 Entering information

T4 Saving

T5 Printing

Evidence Guide

EVIDENCE GUIDE

9) This provides essential advice for assessment of the unit and must be read in

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EVIDENCE GUIDE

conjunction with the performance criteria and the range statement of the unit and the Training Package Assessment Guidelines.

The Evidence Guide forms an integral part of this unit. It must be used in conjunction with all parts of this unit and performed in accordance with the Assessment Guidelines of this Training Package.

Overview of Assessment **9.1)**

Longitudinal competency development approaches to assessment, such as Profiling, require data to be reliably gathered in a form that can be consistently interpreted over time. This approach is best utilised in Apprenticeship programs and reduces assessment intervention. It is the industry-preferred model for apprenticeships. However, where summative (or final) assessment is used it is to include the application of the competency in the normal work environment or, at a minimum, the application of the competency in a realistically simulated work environment. It is recognised that, in some circumstances, assessment in part or full can occur outside the workplace. However, it must be in accordance with industry and regulatory policy.

Methods chosen for a particular assessment will be influenced by various factors. These include the extent of the assessment, the most effective locations for the assessment activities to take place, access to physical resources, additional safety measures that may be required and the critical nature of the competencies being assessed.

The critical safety nature of working with electricity, electrical equipment, gas or any other hazardous substance/material carries risk in deeming a person competent. Sources of evidence need to be ‘rich’ in nature to minimise error in judgment.

Activities associated with normal everyday work have a bearing on the decision as to how much and how detailed the data gathered will contribute to its ‘richness’. Some skills are more critical to safety and operational requirements while the same skills may be more or less frequently practised. These points are raised for the assessors to consider when choosing an assessment method and developing assessment instruments. Sample assessment instruments are included for Assessors in the Assessment Guidelines of this Training Package.

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Critical aspects of evidence required to demonstrate competency in this unit **9.2)**

Before the critical aspects of evidence are considered all prerequisites shall be met.

Evidence for competence in this unit shall be considered holistically. Each element and associated performance criteria shall be demonstrated on at least two occasions in accordance with the 'Assessment Guidelines – UEE11'. Evidence shall also comprise:

- A representative body of work performance demonstrated within the timeframes typically expected of the discipline, work function and industrial environment. In particular this shall incorporate evidence that shows a candidate is able to:
  - Implement Occupational Health and Safety workplace procedures and practices, including the use of risk control measures as specified in the performance criteria and range statement
  - Apply sustainable energy principles and practices as specified in the performance criteria and range statement
  - Demonstrate an understanding of the essential knowledge and associated skills as described in this unit. It may be required by some jurisdictions that RTOs provide a percentile graded result for the purpose of regulatory or licensing requirements.
  - Demonstrate an appropriate level of skills enabling employment
  - Conduct work observing the relevant Anti Discrimination legislation, regulations, polices and workplace procedures
- Demonstrated consistent performance across a representative range of contexts from the prescribed items below:
  - Use basic computer applications relevant to workplace as described in 8) and including:

A	Correctly starting-up a computer.
B	Dealing with anomalies appropriately.
C	Following application instructions to input and output information.
D	Storing information appropriately.

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E	Outputting information to a printer.
F	Forwarding information via email and/or web mail in a readable format.
G	Producing, storing and forwarding engineering related reports and/or results using at least three computer applications according to requirements
H	Shutting down a computer correctly
I	Dealing with unplanned events by drawing on essential knowledge and skills to provide appropriate solutions incorporated in a holistic assessment with the above listed items.

Note:

Successful completion of relevant vendor training may be used to contribute to evidence on which competency is deemed. In these cases the alignment of outcomes of vendor training with performance criteria and critical aspects of evidence shall be clearly identified.

Context of and specific resources for assessment

9.3)

This unit should be assessed as it relates to normal work practice using procedures, information and resources typical of a workplace. This should include:

- OHS policy and work procedures and instructions.
- Suitable work environment, facilities, equipment and materials to undertake actual work as prescribed in this unit.

These should be used in the formal learning/assessment environment.

Note:

Where simulation is considered a suitable strategy for assessment, conditions for assessment must be authentic and as far as possible reproduce and replicate the workplace and be consistent with the approved industry simulation policy.

In addition to the resources listed above, evidence should show demonstrated competency to produce, store and forward engineering related reports and/or results using a range of

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computer applications.

Method of assessment **9.4)**

This unit shall be assessed by methods given in Volume 1, Part 3 'Assessment Guidelines'.

Note:

Competent performance with inherent safe working practices is expected in the Industry to which this unit applies. This requires assessment in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the essential knowledge and skills described in this unit.

Concurrent assessment and relationship with other units **9.5)**

There are no concurrent assessment recommendations for this unit.

Range Statement

RANGE STATEMENT

10) This relates to the unit as a whole providing the range of contexts and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

This unit shall/may be demonstrated in relation to at least three of the following using computer applications to produce, store and forward engineering related reports and/or results at a basic level.

- Word processing
- Spread sheet
- Drawings
- Business management
- Apparatus set-up
- Note:

Apparatus set-up applications are invariably vendor specific and include

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RANGE STATEMENT

icon-based integration and control applications.

Generic terms used throughout this Vocational Standard shall be regarded as part of the Range Statement in which competency is demonstrated. The definition of these and other terms that apply are given in Volume 2, Part 2.1.

Unit Sector(s)

Not applicable.

Competency Field

Competency Field **11)**

Computer Systems

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AMP Australian Meat Processing Training Package

Modification History

Version	Release Date	Comments
2.2	December 2016	Minor update to correct typographical errors
2.1	October 2016	Minor update to correct typographical errors
2.0	August 2016	Includes 15 new and revised qualifications, 293 new units of competency and assessment requirements and 60 new Skill Sets.
1.0	1 December 2015	Initial release Includes 10 qualifications and 127 units of competency and assessment requirements.

Credit Arrangements

Qualification	Credit Arrangements
AMP20116 Certificate II in Meat Processing (Food Services)	At the time of endorsement of this Training Package no national credit arrangements exist.
AMP20216 Certificate II in Meat Processing (Smallgoods)	At the time of endorsement of this Training Package no national credit arrangements exist.
AMP20316 Certificate II in Meat Processing (Abattoirs)	At the time of endorsement of this Training Package no national credit arrangements exist.
AMP20415 Certificate II in Meat Processing (Meat Retailing)	At the time of endorsement of this Training Package no national credit arrangements exist.
AMP30116 Certificate III in Meat Processing (Boning Room)	At the time of endorsement of this Training Package no national credit arrangements exist.
AMP30216 Certificate III in Meat Processing (Food Services)	At the time of endorsement of this Training Package no national credit arrangements exist.

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AMP30316 Certificate III in Meat Processing (Meat Safety)	At the time of endorsement of this Training Package no national credit arrangements exist.
AMP30416 Certificate III in Meat Processing (Rendering)	At the time of endorsement of this Training Package no national credit arrangements exist.
AMP30516 Certificate III in Meat Processing (Slaughtering)	At the time of endorsement of this Training Package no national credit arrangements exist.
AMP30616 Certificate III in Meat Processing (General)	At the time of endorsement of this Training Package no national credit arrangements exist.
AMP30716 Certificate III in Meat Processing (Quality Assurance)	At the time of endorsement of this Training Package no national credit arrangements exist.
AMP30815 Certificate III in Meat Processing (Retail Butcher)	At the time of endorsement of this Training Package no national credit arrangements exist.
AMP30916 Certificate III in Meat Processing (Smallgoods - General)	At the time of endorsement of this Training Package no national credit arrangements exist.
AMP31016 Certificate III in Meat Processing (Smallgoods - Manufacture)	At the time of endorsement of this Training Package no national credit arrangements exist.
AMP31116 Certificate III in Meat Processing (Livestock Handling)	At the time of endorsement of this Training Package no national credit arrangements exist.
AMP31216 Certificate III in Meat Processing (Packing Operations)	At the time of endorsement of this Training Package no national credit arrangements exist.
AMP40215 Certificate IV in Meat Processing (General)	At the time of endorsement of this Training Package no national credit arrangements exist.
AMP40315 Certificate IV in Meat Processing (Leadership)	At the time of endorsement of this Training Package no national credit arrangements exist.
AMP40415 Certificate IV in Meat Processing (Quality Assurance)	At the time of endorsement of this Training Package no national credit arrangements exist.
AMP40516 Certificate IV in Meat Processing (Meat Safety)	At the time of endorsement of this Training Package no national credit arrangements exist.
AMP50115 Diploma of Meat Processing (Meat Retailing)	At the time of endorsement of this Training Package no national credit arrangements exist.
AMP50215 Diploma of Meat Processing	At the time of endorsement of this Training Package no national credit arrangements exist.

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AMP60115 Advanced Diploma of Meat Processing	At the time of endorsement of this Training Package no national credit arrangements exist.
AMP80115 Graduate Certificate in Agribusiness	At the time of endorsement of this Training Package no national credit arrangements exist.
AMP80215 Graduate Diploma of Agribusiness	At the time of endorsement of this Training Package no national credit arrangements exist.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPSS00001 Animal Welfare Officer Skill Set

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 4.0. Updated unit code.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Description

This skill set describes the skills and knowledge to manage an animal welfare team.

Pathways Information

These units of competency comprising the Lairage Supervisor Skill Set are drawn from AQF levels II, III and IV in the qualifications, and can be counted towards other qualifications where this is in accordance with the qualification requirements.

Licensing/Regulatory Information

No licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- AMPA2006 Apply animal welfare and handling requirements
- AMPA416 Oversee humane handling of animals.

Target Group

This skill set is for the Animal Welfare Officer is a company employee who manages the company's animal welfare team and therefore is able to:

- understand and articulate the regulatory and technical issues associated with animal welfare
- represent the company with regard to the approach taken to address animal welfare issues
- influence company policies, procedures, training regimes, Key Performance Indicators (KPIs) and Quality Assurance (QA) documentation as they relate to procedures impacting on animal welfare

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- review, as part of their duties, the results of the routine monitoring of procedures 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.

Suggested words for Statement of Attainment

These competencies from the *AMP Australian Meat Processing Training Package* meet the industry requirements for managing animal welfare.

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AMPSS00002 Bandsaw Operator (Meat Retail) Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to operate a bandsaw to prepare meat cuts in a meat retailing or wholesaling enterprise.

Pathways Information

The Units of Competency comprising the Bandsaw Operator (Meat Retail) Skill Set are drawn from AQF levels II and III in the Qualifications, and can be counted towards other Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 3 units of competency.

Unit Code	Unit Title
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR204	Follow safe work policies and procedures
AMPX201	Prepare and operate bandsaw

Target Group

Typically the trainee is a meat retailing employee who is required to regularly operate a bandsaw to prepare meat cuts in a meat retailing or wholesaling enterprise.

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Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the meat processing industry requirements for operation of a bandsaw to prepare meat cuts in a meat retailing or wholesaling enterprise.

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AMPSS00003 Bandsaw Operator (Small Stock) Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to operate a bandsaw to split small stock carcases and/or prepare meat cuts.

Pathways Information

The Units of Competency comprising the Bandsaw Operator (Small Stock) Skill Set are drawn from AQF levels II and III in the Qualifications, and can be counted towards other Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 4 units of competency.

Unit Code	Unit Title
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR204	Follow safe work policies and procedures
AMPA3054	Break carcase using a bandsaw
AMPX201	Prepare and operate bandsaw

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Target Group

Typically the trainee is a company employee who is required to regularly operate a bandsaw to split small stock carcases and/or prepare meat cuts.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the meat processing industry requirements for operation of a bandsaw to split small stock carcases and/or prepare meat cuts.

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AMPSS00004 Basic Bandsaw Operator Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge for the basic operation of a bandsaw in the meat industry.

Pathways Information

The Units of Competency comprising the Basic Bandsaw Operator Skill Set are drawn from AQF level II in the Qualifications, and can be counted towards other Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 3 units of competency.

Unit Code	Unit Title
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR204	Follow safe work policies and procedures
AMPX201	Prepare and operate bandsaw

Target Group

Typically the trainee is a company employee who is required to regularly operate a bandsaw.

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Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for basic operation of a bandsaw in the meat industry.

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AMPSS00005 Basic Meat Industry Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge for commencing workers in the Australian meat industry to work safely and hygienically.

Pathways Information

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.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 2 units of competency.

Unit Code	Unit Title
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR204	Follow safe work policies and procedures

Target Group

Typically the trainee is a new employee commencing work in the meat industry.

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Suggested words for Statement of Attainment

This Skill Set from the AMP 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.

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AMPSS00006 Carcase Trimming (Contamination Trim) Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to trim contamination from a carcase in a meat processing plant.

Pathways Information

The Units of Competency comprising the Carcase Trimming (Contamination Trim) Skill Set are drawn from AQF level II in the Qualifications, and can be counted towards other Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 4 units of competency.

Unit Code	Unit Title
AMPA2044	Trim neck
AMPA2047	Inspect hindquarter and remove contamination
AMPA2048	Inspect forequarter and remove contamination
AMPX209	Sharpen knives

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Target Group

Typically the trainee is an existing employee who will be able to trim a carcase to remove contamination.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements to trim contamination from a carcase in a meat processing plant.

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AMPSS00007 Carcase Trimming (Retain Rail) Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to trim a carcase on a retain rail.

Pathways Information

The Units of Competency comprising the Carcase Trimming (Retain Rail) Skill Set are drawn from AQF levels II and III in the Qualifications, and can be counted towards other Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 6 units of competency.

Unit Code	Unit Title
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR204	Follow safe work policies and procedures
AMPA2047	Inspect hindquarter and remove contamination
AMPA2048	Inspect forequarter and remove contamination
AMPA3046	Undertake retain rail operations
AMPX209	Sharpen knives

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Target Group

Typically the trainee is a company employee who trims carcases on the retain rail.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for trimming a carcase on a retain rail.

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AMPSS00008 Carcase Trimming (Specifications Trim - Knife)

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to trim a carcase to specification using a knife.

Pathways Information

The Units of Competency comprising the Carcase Trimming (Specifications Trim) Skill Set are drawn from AQF level II in the Qualifications, and can be counted towards other Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 5 units of competency.

Unit Code	Unit Title
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR204	Follow safe work policies and procedures
AMPA2045	Trim forequarter to specification
AMPA2046	Trim hindquarter to specification
AMPX209	Sharpen knives

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Target Group

Typically the trainee is an existing employee who will be able to trim a carcase to achieve a carcase specification using a knife.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for trimming a carcase to specification using a knife.

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AMPSS00009 Carcase Trimming (Specifications Trim - Whizzard Knife) Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to trim a carcase to specification using a whizzard knife.

Pathways Information

The Units of Competency comprising the Carcase Trimming (Specifications Trim – Whizzard Knife) Skill Set are drawn from AQF level II in the Qualifications, and can be counted towards other Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 6 units of competency.

Unit Code	Unit Title
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR204	Follow safe work policies and procedures
AMPA2026	Operate whizzard knife
AMPA2045	Trim forequarter to specification
AMPA2046	Trim hindquarter to specification
AMPX209	Sharpen knives

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Target Group

Typically the trainee is an existing employee who will be able to trim a carcase to achieve a carcase specification trim using a whizzard knife.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for trimming a carcase to specification using a whizzard knife.

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AMPSS00010 Carcase Trimming (SRM Removal) Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to trim a carcase to remove Specified Risk Material (SRM).

Pathways Information

The Units of Competency comprising the Carcase Trimming (SRM Removal) Skill Set are drawn from AQF level II in the Qualifications, and can be counted towards other Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 4 units of competency.

Unit Code	Unit Title
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR204	Follow safe work policies and procedures
AMPA2049	Remove spinal cord
AMPX209	Sharpen knives

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Target Group

Typically the trainee is an existing employee who will be able to trim a carcase to remove specified risk material.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for trimming a carcase to remove specified risk material.

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AMPSS00011 Cheek Meat Recovery Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to recover cheek meat in a meat processing plant.

Pathways Information

The Units of Competency comprising the Cheek Meat Recovery Skill Set are drawn from AQF level II in the Qualifications, and can be counted towards other Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 2 units of competency.

Unit Code	Unit Title
AMPA2084	Remove cheek meat
AMPX209	Sharpen knives

Target Group

Typically the trainee is a company employee who works in a slaughtering establishment recovering cheek meat from heads.

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Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for recovering cheek meat in a meat processing plant.

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AMPSS00012 Cook and Process Meats for Meat Retail Product Range Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to include previously cooked or processed meats in a meat retailing product range.

Pathways Information

The units of competency comprising the Cook and Process Meats for Meat Retail Product Range Skill Set are drawn from AQF levels II, III and IV in the meat processing qualifications, and can be counted towards these qualifications where this is in accordance with the qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 7 units of competency.

Unit Code	Unit Title
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR404	Facilitate hygiene and sanitation performance
AMPR321	Collect and prepare standard samples
AMPS207	Slice product using simple machinery
AMPX214	Package meat and smallgoods product for retail sale

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AMPX402	Monitor and overview the production of processed meats and smallgoods
AMPX420	Participate in the ongoing development and implementation of a HACCP and Quality Assurance system

Target Group

This Skill Set is for meat retailers who wish to include cooked and/or processed meats with their existing product range.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for the inclusion of cooked or processed meats in a meat retailing product range.

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AMPSS00013 Despatch Carcase from the Slaughter Floor Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to weigh, grade and then ticket carcases prior to them leaving the slaughter floor.

Pathways Information

The Units of Competency comprising the MTM11 Despatch Carcase from the Slaughter Floor Skill Set are drawn from AQF level II in the Qualifications and can be counted towards meat processing Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 3 units of competency.

Unit Code	Unit Title
AMPA2060	Grade carcase
AMPA2061	Weigh carcase
AMPA2062	Operate semi-automatic tagging machine

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Target Group

Typically the trainee is an enterprise employee who weighs, grades and tickets carcases prior to chilling.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for enterprise employees who weigh, grade and then ticket carcases prior to them leaving the slaughter floor.

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AMPSS00014 Effective Stunning (Captive Bolt) Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to stun livestock using a captive bolt in an Australian meat processing plant.

Pathways Information

The units of competency comprising the Effective Stunning (Captive Bolt) Skills Set are drawn from AQF levels II and III in the qualifications, and can be counted towards other qualifications where this is in accordance with the qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 4 units of competency.

Unit Code	Unit Title
AMPCOR204	Follow safe work policies and procedures
AMPA2002	Restrain animal
AMPA2006	Apply animal welfare and handling requirements
AMPA3000	Stun animal

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Target Group

Typically the trainee is a company employee who is engaged in the stunning of livestock using a captive bolt and has responsibility to monitor animal welfare during this process.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for the stunning of livestock using a captive bolt in an Australian meat processing plant.

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AMPSS00015 Effective Stunning (Electrical Stunning) Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to perform electrical stunning of livestock in an Australian meat processing plant.

Pathways Information

The units of competency comprising the Effective Stunning (Electrical Stunning) Skills Set are drawn from AQF levels II and III in the qualifications, and can be counted towards other qualifications where this is in accordance with the qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 3 units of competency.

Unit Code	Unit Title
AMPCOR204	Follow safe work policies and procedures
AMPA2006	Apply animal welfare and handling requirements
AMPA3000	Stun animal

Target Group

Typically the trainee is a company employee who electrically stuns livestock and has responsibility to monitor animal welfare during this process.

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Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for the electrical stunning of livestock in an Australian meat processing plant.

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AMPSS00016 Effective Stunning (Gas Stunning) Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to perform gas stunning of livestock in an Australian meat processing plant.

Pathways Information

The units of competency comprising the Effective Stunning (Gas Stunning) Skills Set are drawn from AQF levels II and III in the qualifications, and can be counted towards other qualifications where this is in accordance with the qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 3 units of competency.

Unit Code	Unit Title
AMPCOR204	Follow safe work policies and procedures
AMPA2006	Apply animal welfare and handling requirements
AMPA3000	Stun animal

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Target Group

Typically the trainee is a company employee who is responsible for the gas stunning of livestock and has responsibility to monitor animal welfare during this process.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for the gas stunning of livestock in an Australian meat processing plant.

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AMPSS00017 Fellmongering Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge carry out basic fellmongering tasks to prepare skins for sale

Pathways Information

The Units of Competency comprising the Fellmongering Skill Set are drawn from AQF level II in the Qualifications and can be counted towards meat processing Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 5 units of competency.

Unit Code	Unit Title
AMPA2136	Overview fellmongering operations
AMPA2137	Chemically treat skins for fellmongering process
AMPA2138	Prepare chemicals for fellmongering process
AMPA2140	Perform sweating operation on fellmongered skins
AMPA2146	Perform skin fleshing operation

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Target Group

Typically the trainee is an enterprise employee who is required to carry out basic fellmongering tasks to prepare skins for sale.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for enterprise employees who are required to carry out basic fellmongering tasks to prepare skins for sale.

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AMPSS00018 Game Harvester Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to short and harvest wild game animals.

Pathways Information

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.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 6 units of competency.

Unit Code	Unit Title
AMPCOR202	Apply hygiene and sanitation practices
AMPG300	Overview wild game meat industry
AMPG301	Operate a game harvesting vehicle
AMPG302	Eviscerate, inspect and tag wild game carcase in the field
AMPG306	Use firearms to harvest wild game
AMPX209	Sharpen knives

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Target Group

Game harvesters who field shoot wild game animals, including macropods, possums, camels, horses, deer, feral goats and wild boar, for further processing.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for shooters harvesting wild game animals.

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AMPSS00019 Game Industry Depot Management Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to manage the receival, chilling, storage and loadout of wild game carcases at chiller boxes.

Pathways Information

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.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 6 units of competency.

Unit Code	Unit Title
AMPCOR202	Apply hygiene and sanitation practices
AMPG300	Overview wild game meat industry
AMPG303	Receive and inspect wild game carcases from the field
AMPG305	Store wild game carcases
AMPA2108	Loadout meat product
AMPX204	Maintain production records

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Target Group

The target group for this skill set is game depot managers responsible for the receival, chilling, storage and loadout of wild game carcases from chiller boxes. However, individual Units are applicable to operators responsible for the receival of wild game carcases directly from the field and into a processing plant.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for managing the receival, chilling, storage and loadout of wild game carcases at chiller boxes.

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AMPSS00020 Game Pre-dressing Inspection Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to perform a pre-dressing inspection on wild game carcases at a wild game processing plant.

Pathways Information

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.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 3 units of competency.

Unit Code	Unit Title
AMPCOR202	Apply hygiene and sanitation practices
AMPG300	Overview wild game meat industry
AMPG304	Receive and inspect wild game carcases at a processing plant

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Target Group

The nominated and authorised operator responsible for the inspection of wild game carcases prior to processing at a game processing plant. The operator may or may not also be responsible for the receival of carcases into the plant, the weighing of carcases and the keeping of detailed records.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for those operators responsible for performing a pre-dressing inspection on wild game carcases at a wild game processing plant.

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AMPSS00021 Green Offal Processing (Clean Tripe Room) Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to further process tripe.

Pathways Information

The Units of Competency comprising the Green Offal Processing (Clean Tripe Room) Skill Set are drawn from AQF level II in the Qualifications, and can be counted towards other Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 4 Units of Competency.

Unit Code	Unit Title
AMPA2100	Overview offal processing
AMPA2103	Further process tripe
AMPA2104	Trim processed tripe
AMPX209	Sharpen knives

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Target Group

Typically the trainee is a company employee who works in further processing of tripe.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for further processing of tripe.

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AMPSS00022 Green Offal Processing (Maws Processing) Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to recover pig paunches.

Pathways Information

The Units of Competency comprising the Green Offal Processing (Maws Processing) Skill Set drawn from AQF level II in the Qualifications, and can be counted towards other Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 3 Units of Competency.

Unit Code	Unit Title
AMPA2100	Overview offal processing
AMPA2107	Process maws
AMPX209	Sharpen knives

Target Group

Typically the trainee is a company employee who works in the recovering of pig paunches.

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Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for recovering pig paunches.

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AMPSS00023 Green Offal Processing (Paunch Opening and Trim - Beef) Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to process and recover beef paunches.

Pathways Information

The Units of Competency comprising the Green Offal Processing (Paunch Opening and trim – Beef) Skill Set are drawn from AQF level II in the Qualifications, and can be counted towards other Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 5 units of competency.

Unit Code	Unit Title
AMPA2100	Overview offal processing
AMPA2101	Prepare and trim honeycomb
AMPA2102	Recover mountain chain
AMPA2152	Process paunch
AMPX209	Sharpen knives

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Target Group

Typically the trainee is a company employee who works in the paunch room of a beef processing plant.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for processing and recovering beef paunch.

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AMPSS00024 Green Offal Processing (Paunch Opening and Trim - Sheep & Goats) Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to process and recover sheep and goat paunches.

Pathways Information

The Units of Competency comprising the Green Offal Processing (Paunch Opening and Trim – Sheep/Goats) Skill Set are drawn from AQF level II in the Qualifications, and can be counted towards other Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 3 units of competency.

Unit Code	Unit Title
AMPA2100	Overview offal processing
AMPA2105	Process small stock tripe
AMPX209	Sharpen knives

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Target Group

Typically the trainee is a company employee who empties paunches and recovers tripe for processing.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for processing and recovering sheep and goat paunch.

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AMPSS00025 Green Offal Processing (Runner Room) Skill Set

Modification History

Release Number	TP Version	Comments
1	AMPv2	Initial release

Description

This Skill Set describes the skills and knowledge to process and recover runners in a slaughtering establishment.

Pathways Information

The Units of Competency comprising the Green Offal Processing (Runner Room) Skill Set are drawn from AQF level II in the Qualifications, and can be counted towards other Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 3 units of competency.

Unit Code	Unit Title
AMPA2089	Process runners
AMPA2100	Overview offal processing
AMPX209	Sharpen knives

Target Group

Typically the trainee is a company employee who works in the recovery and processing of runners in a slaughtering establishment.

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Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for recovery and processing of runners in a slaughtering establishment.

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AMPSS00026 Head Chain Operator Skill Set

Modification History

Release Number	TP Version	Comments
1	AMPv2	Initial release

Description

This Skill Set describes the skills and knowledge to recover the head meat in meat processing plants.

Pathways Information

The Units of Competency comprising the Head Meat Recovery Skill Set are drawn from AQF level II and III in the Qualifications, and can be counted towards other Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 5 units of competency.

Unit Code	Unit Title
AMPA2081	Drop tongue
AMPA2082	Wash head
AMPA2084	Remove cheek meat
AMPA3043	Prepare head for inspection
AMPX209	Sharpen knives

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Target Group

Typically the trainee is a company employee who responsible for the recovery of head meat in a meat processing plant.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for recovering the head meat in meat processing plants.

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AMPSS00027 Humane Slaughter of Animals Skill Set

Modification History

Release Number	TP Version	Comments
1	AMPv2	Initial release

Description

This Skill Set describes the skills and knowledge to meet the industry requirements for the humane slaughter of animals in an Australian meat processing plant.

Pathways Information

The units of competency comprising the Humane Slaughter of Animals Skill Set are drawn from AQF levels II and III in the qualifications, and can be counted towards other qualifications where this is in accordance with the qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 4 units of competency.

Unit Code	Unit Title
AMPCOR204	Follow safe work policies and procedures
AMPA2006	Apply animal welfare and handling requirements
AMPA3001	Stick and bleed animal
AMPX209	Sharpen knives

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Target Group

Typically the trainee is a company employee who is engaged in the bleeding of livestock and has responsibility to monitor animal welfare during this process.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for the humane slaughter of animals in an Australian meat processing plant.

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AMPSS00028 Knife Sharpening Skill Set

Modification History

Release Number	TP Version	Comments
1	AMPv2	Initial release

Description

This Skill Set describes the skills and knowledge to safely sharpen and handle knives in the meat processing industry.

Pathways Information

The Units of Competency comprising the Knife Sharpening Skill Set are drawn from AQF level II in the Qualifications, and can be counted towards other Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 3 units of competency.

Unit Code	Unit Title
AMPCOR201	Maintain personal equipment
AMPCOR204	Follow safe work policies and procedures
AMPX209	Sharpen knives

Target Group

Typically the trainee is a meat industry employee who is required to regularly use a knife during the slaughtering, boning, slicing or further processing of meat cuts.

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Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for the safe sharpening and use of knives in the meat industry.

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AMPSS00029 Lairage Supervisor Skill Set

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 4.0. Updated unit code.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Description

This skill set describes the skills and knowledge to supervise and manage the lairage operations in a meat processing enterprise.

Pathways Information

These units of competency comprising the Lairage Supervisor Skill Set are drawn from AQF levels II, III and IV in the qualifications, and can be counted towards other qualifications where this is in accordance with the qualification requirements.

Licensing/Regulatory Information

No licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- AHCBIO302 Identify and report unusual disease or plant pest signs
- AMPA2006 Apply animal welfare and handling requirements
- AMPA2007 Identify animals using electronic systems
- AMPA3002 Handle animals humanely while conducting ante-mortem inspection
- AMPA3069 Perform ante-mortem inspection and make disposition
- AMPA416 Oversee humane handling of animals
- AMPCOR205 Communicate in the workplace
- AMPCOR401 Manage own work performance
- AMPCOR403 Participate in workplace health and safety risk control process
- AMPX204 Maintain production records
- AMPX423 Supervise new recruits
- BSBITU111 Operate a personal digital device

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Target Group

This skill set is for the lairage supervisor/manager is a company employee whose responsibilities include:

- overall accountability for stock welfare in lairage
- interaction with auditors
- making/carrying out disposition decisions
- authority to deal with transportation/unloading issues
- supervision of other stockpersons.

Suggested words for Statement of Attainment

These competencies from the *AMP Australian Meat Processing Training Package* meet the industry requirements for lairage supervisors/managers in processing plants.

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AMPSS00030 Loadout Carcase Product Skill Set

Modification History

Release Number	TP Version	Comments
1	AMPv2	Initial release

Description

This Skill Set describes the skills and knowledge to prepare carcases for loadout from a cold storage area.

Pathways Information

The Units of Competency comprising the Loadout Carcase Product Skill Set are drawn from AQF level II and III in the Qualifications and can be counted towards meat processing Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 4 units of competency.

Unit Code	Unit Title
AMPA2108	Loadout meat product
AMPA2109	Store carcase product
AMPA2111	Locate storage areas and product
AMPA3068	Prepare and despatch meat products

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Target Group

Typically the trainee is an enterprise employee who is required to consolidate and then despatch carcase orders including the loading of trucks, containers, etc.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for enterprise employees who work in cold storage areas consolidating orders and despatching carcases for transportation.

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AMPSS00031 Loadout Carton Product Skill Set

Modification History

Release Number	TP Version	Comments
1	AMPv2	Initial release

Description

This Skill Set describes the skills and knowledge to prepare cartons for loadout from a cold storage area.

Pathways Information

The Units of Competency comprising the Loadout Carton Product Skill Set are drawn from AQF level II and III in the Qualifications and can be counted towards meat processing Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 4 units of competency.

Unit Code	Unit Title
AMPA2108	Loadout meat product
AMPA2110	Store carton product
AMPA2111	Locate storage areas and product
AMPA3068	Prepare and despatch meat products

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Target Group

Typically the trainee is an enterprise employee who is required to work in cold storage areas to consolidate orders then prepare and despatch carton product for transportation.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for enterprise employees who work in cold storage areas consolidating orders and despatching carton products for transportation.

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AMPSS00032 Meat Hygiene Assessment (Carcase) Skill Set

Modification History

Release Number	TP Version	Comments
1	AMPv2	Initial release

Description

This Skill Set describes the skills and knowledge to conduct a carcase Meat Hygiene Assessment in a meat processing plant.

Pathways Information

The Units of Competency comprising the Meat Hygiene Assessment (Slaughter Floor) Skill Set are drawn from AQF levels II and III in the Qualifications, and can be counted towards other Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 3 units of competency.

Unit Code	Unit Title
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR203	Comply with Quality Assurance and HACCP requirements
AMPA3072	Perform carcase Meat Hygiene Assessment

Target Group

Typically the Meat Hygiene Assessment data is gathered by a company QA or regulatory officer who assesses carcase hygiene.

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Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for conducting carcase Meat Hygiene Assessment in a meat processing plant.

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AMPSS00033 Meat Hygiene Assessment (Carton Meat) Skill Set

Modification History

Release Number	TP Version	Comments
4	AMPv1	Units recoded
3	MTM11v3.1	Name change to unit: MTMCOR203A Apply Quality Assurance practices is now MTMCOR203B Comply with Quality Assurance and HACCP requirements
2	MTM11v3	Replaced missing information in Skill Set Requirements
1	MTM11v1.1	Initial release

Description

This Skill Set describes the skills and knowledge to conduct a carton meat product Meat Hygiene Assessment in a meat processing plant.

Pathways Information

The Units of Competency comprising the Meat Hygiene Assessment (Boning Room) Skill Set are drawn from AQF levels II, III and IV in the Qualifications, and can be counted towards other Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 3 units of competency:

Unit Code	Unit Title
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR203	Comply with Quality Assurance and HACCP requirements

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AMPA3074	Perform boning room Meat Hygiene Assessment

Target Group

Typically the Meat Hygiene Assessment data is gathered by a company QA or regulatory office r who assesses carton meat for contamination.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for conducting carton meat product Meat Hygiene Assessment in a meat processing plant.

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AMPSS00034 Meat Hygiene Assessment (Offal Room) Skill Set

Modification History

Release Number	TP Version	Comments
1	AMPv2	Initial release

Description

This Skill Set describes the skills and knowledge to conduct an offal room Meat Hygiene Assessment in a meat processing plant.

Pathways Information

The Units of Competency comprising the Meat Hygiene Assessment (Offal Room) Skill Set are drawn from AQF levels II and III in the Qualifications, and can be counted towards other Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 3 units of competency.

Unit Code	Unit Title
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR203	Comply with Quality Assurance and HACCP requirements
AMPA3081	Perform offal Meat Hygiene Assessment

Target Group

Typically the Meat Hygiene Assessment data is gathered by a company QA or regulatory officer who assesses offal product for contamination.

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Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for conducting offal room Meat Hygiene Assessment in a meat processing plant.

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AMPSS00035 Meat Hygiene Assessment (Process Monitoring) Skill Set

Modification History

Release Number	TP Version	Comments
1	AMPv2	Initial release

Description

This Skill Set describes the skills and knowledge to conduct a process monitoring Meat Hygiene Assessment in a meat processing plant.

Pathways Information

The Units of Competency comprising the Meat Hygiene Assessment (Process Monitoring) Skill Set are drawn from AQF levels II and III in the Qualifications, and can be counted towards other Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 3 units of competency.

Unit Code	Unit Title
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR203	Comply with Quality Assurance and HACCP requirements
AMPA3073	Perform process monitoring for Meat Hygiene Assessment

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Target Group

Typically the Meat Hygiene Assessment data is gathered by a company QA or regulatory officer who assesses operator compliance with work instructions and Standard Operating Procedures documented in the company's Approved Arrangement.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for conducting process monitoring Meat Hygiene Assessment in a meat processing plant.

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AMPSS00036 Meat Hygiene Assessment Officer Skill Set

Modification History

Release Number	TP Version	Comments
1	AMPv2	Initial release

Description

This Skill Set describes the skills and knowledge to manage a Meat Hygiene Assessment program in a meat processing plant.

Pathways Information

The Units of Competency comprising the Meat Hygiene Assessment Officer Skill Set are drawn from AQF levels II and IV in the Qualifications, and can be counted towards other Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 3 units of competency.

Unit Code	Unit Title
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR203	Comply with Quality Assurance and HACCP requirements
AMPA401	Implement a Meat Hygiene Assessment program

Target Group

Typically the Meat Hygiene Assessment data is gathered by a company QA or regulatory officer who manages Meat Hygiene Assessment processes.

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Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for managing Meat Hygiene Assessment in a meat processing plant.

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AMPSS00037 Meat Industry Microbiological Testing Skill Set

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 4.0. Updated unit codes.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Description

This skill set describes the skills and knowledge to conduct rapid tests for pathogens in meat processing laboratories as described in the Department of Agriculture's approved methods for microbiological testing of meat and meat products.

Applicant students would preferably have completed Certificate III in Meat Processing (General) 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.

Pathways Information

These units of competency can provide credit towards:

- MSL40118 Certificate IV in Laboratory Techniques and
- MSL50118 Diploma of Laboratory Technology.

Qualifications from the vocational training and education sector articulate directly into tertiary qualifications, so advanced standing would be given towards a degree level qualification.

Licensing/Regulatory Information

No licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- MSL924003 Process and interpret data
- MSL925004 Analyse data and report results
- MSL933005 Maintain the laboratory/field workplace fit for purpose
- MSL933008 Perform calibration checks on equipment and assist with its maintenance
- MSL934007 Maintain and control stocks

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- MSL935005 Authorise the issue of test results
- MSL935006 Assist in the maintenance of reference materials
- MSL953003 Receive and prepare samples for testing
- MSL973014 Prepare working solutions
- MSL973015 Prepare culture media
- MSL973016 Perform aseptic techniques
- MSL973019 Perform microscopic examination
- MSL974020 Perform food tests
- MSL974021 Perform biological procedures
- MSL975035 Perform microbiological tests

Target Group

This skill set is for meat industry laboratory workers who are required to perform rapid tests for pathogens as described in the Department of Agriculture approved methods for microbiological testing of meat and meat products.

Suggested words for Statement of Attainment

These competencies from the MSL Laboratory Operations Training Package Training Package meet the requirements for conducting rapid tests for pathogens in meat processing laboratories as described in the Department of Agriculture’s approved methods for microbiological testing of meat and meat products.

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AMPSS00038 Meat Packer (Boning Room) Skill Set

Modification History

Release Number	TP Version	Comments
1	AMPv2	Initial release

Description

This Skill Set describes the skills and knowledge to handle and pack meat products at a meat processing boning room.

Pathways Information

The Units of Competency comprising the Meat Packer (Boning Room) Skill Set are drawn from AQF level II in the Qualifications, and can be counted towards other Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 5 units of competency.

Unit Code	Unit Title
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR204	Follow safe work policies and procedures
AMPA2068	Inspect meat for defects
AMPA2070	Identify cuts and specifications
AMPA2071	Pack meat products

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Target Group

Typically the trainee is a company employee who is engaged in the handling and packing of meat products in a meat processing boning room.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for the handling and packing of meat products at a meat processing boning room.

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AMPSS00039 Meat Packer (Offal Room) Skill Set

Modification History

Release Number	TP Version	Comments
1	AMPv2	Initial release

Description

This Skill Set describes the skills and knowledge to handle and pack meat products at a meat processing offal room.

Pathways Information

The Units of Competency comprising the Meat Packer (Offal Room) Skill Set are drawn from AQF level II in the Qualifications, and can be counted towards other Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 5 units of competency.

Unit Code	Unit Title
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR204	Follow safe work policies and procedures
AMPA2068	Inspect meat for defects
AMPA2070	Identify cuts and specifications
AMPA2071	Pack meat products

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Target Group

Typically the trainee is a company employee who is engaged in the handling and packing of meat products in a meat processing offal room.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for the handling and packing of meat products at a meat processing offal room.

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AMPSS00040 Meat Processing Cleaner (Amenities) Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to clean amenities in a meat processing plant.

Pathways Information

The Units of Competency comprising the Meat Processing Cleaner (Amenities) Skill Set are drawn from AQF level II in the Qualifications, and can be counted towards other Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 5 units of competency.

Unit Code	Unit Title
CPPCLO3035	Maintain cleaning storage areas
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR204	Follow safe work policies and procedures
AMPA2172	Clean amenities and grounds
AMPA2173	Overview cleaning program

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Target Group

Typically the trainee is an existing employee who will be able to clean amenities in a meat processing plant.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for cleaning amenities in a meat processing plant.

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AMPSS00041 Meat Processing Cleaner (Boning Room) Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to clean after operations in a boning room.

Pathways Information

The Units of Competency comprising the Meat Processing Cleaner (Boning Room) Skill Set are drawn from AQF level II in the Qualifications, and can be counted towards other Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 5 units of competency.

Unit Code	Unit Title
CPPCLO3035	Maintain cleaning storage areas
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR204	Follow safe work policies and procedures
AMPA2173	Overview cleaning program
AMPA2174	Clean after operations – boning room

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Target Group

Typically the trainee is an existing employee who will be able to undertake a post-production clean including immobilizing machinery and operating cleaning equipment in a boning room.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for cleaning after operations in a boning room.

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AMPSS00042 Meat Processing Cleaner (Chiller) Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to clean chillers in a meat processing plant.

Pathways Information

The Units of Competency comprising the Meat Processing Cleaner (Chiller) Skill Set are drawn from AQF level II in the Qualifications, and can be counted towards other Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 5 units of competency.

Unit Code	Unit Title
CPPCLO3035	Maintain cleaning storage areas
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR204	Follow safe work policies and procedures
AMPA2173	Overview cleaning program
AMPX205	Clean chillers

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Target Group

Typically the trainee is an existing employee who will be able to clean chillers in a meat processing plant.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for cleaning chillers in a meat processing plant.

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AMPSS00043 Meat Processing Cleaner (Slaughter Floor) Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to clean the slaughter floor after operations in a meat processing plant.

Pathways Information

The Units of Competency comprising the Meat Processing Cleaner (Slaughter Floor) Skill Set are drawn from AQF level II in the Qualifications, and can be counted towards other Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 5 units of competency.

Unit Code	Unit Title
CPPCLO3035	Maintain cleaning storage areas
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR204	Follow safe work policies and procedures
AMPA2173	Overview cleaning program
AMPA2175	Clean after operations – slaughter floor

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Target Group

Typically the trainee is an existing employee who will be able to undertake a post-production clean including immobilizing machinery and operating cleaning equipment.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for cleaning the slaughter floor after operations in a meat processing plant.

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AMPSS00044 Meat Processing Core Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the core skills and knowledge required to work in a meat processing enterprise.

Pathways Information

The Units of Competency comprising the Meat Processing Core Skill Set are core Units for most AQF level II and III Qualifications, and can be counted towards these Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 6 units of competency.

Unit Code	Unit Title
AMPCOR201	Maintain personal equipment
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR203	Comply with Quality Assurance and HACCP requirements
AMPCOR204	Follow safe work policies and procedures
AMPCOR205	Communicate in the workplace
AMPCOR206	Overview the meat industry

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Target Group

Typically the trainee is an enterprise employee who is new to the industry or the enterprise.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for core operator skills to work in a meat processing enterprise.

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AMPSS00045 Meat Processing Livestock Handler Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to handle animals when preparing for slaughter in meat processing plants, feedlots or saleyards.

Pathways Information

The units of competency comprising the Meat Processing Livestock Stock Handler Skill Set are drawn from AQF levels II and III in the qualifications, and can be counted towards other qualifications where this is in accordance with the qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 6 units of competency.

Unit Code	Unit Title
AHCBIO302	Identify and report unusual disease or plant pest signs
AHCLSK204	Carry out regular livestock observation
AHCLSK205	Handle livestock using basic techniques
AMPCOR204	Follow safe work policies and procedures
AMPA2000	Prepare animals for slaughter
AMPA2006	Apply animal welfare and handling requirements

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Target Group

Typically the trainee is a company employee who is engaged in the handling and management of stock at a meat processing plant, feedlots or sale yards.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for humane handling of animals when preparing for slaughter in meat processing plants, feedlots or saleyards.

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AMPSS00046 Pack Meat Products Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to pack meat products into cartons ready for chilling and freezing prior to transport.

Pathways Information

The Units of Competency comprising the Pack Meat Products Skill Set are drawn from AQF level II in the Qualifications and can be counted towards meat processing Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 3 units of competency.

Unit Code	Unit Title
AMPA2068	Inspect meat for defects
AMPA2070	Identify cuts and specifications
AMPA2071	Pack meat products

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Target Group

Typically the trainee is an enterprise employee who is required to pack meat or offal products into cartons ready for chilling and freezing.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for enterprise employees who are required to pack meat products into cartons ready for chilling and freezing prior to transport.

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AMPSS00047 Prepare Head for Inspection Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to prepare a head for inspection by an authorised officer.

Pathways Information

The Units of Competency comprising the Prepare Head for Inspection Skill Set are drawn from AQF levels II and III in the Qualifications, and can be counted towards other Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 2 units of competency.

Unit Code	Unit Title
AMPA3043	Prepare head for inspection
AMPX209	Sharpen knives

Target Group

Typically the trainee is a company employee who works on the slaughter floor preparing heads for inspection by an authorised officer.

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Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for preparing a head for inspection by an authorised officer.

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AMPSS00048 Process Animal Covering Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to trim hides, pelts or skins before grading and then despatch hides, pelts or skins from a slaughtering establishment.

Pathways Information

The Units of Competency comprising the Process Animal Covering Skill Set are drawn from AQF level II in the Qualifications and can be counted towards meat processing Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 4 units of competency.

Unit Code	Unit Title
AMPA2128	Overview hide or pelt or skin processing
AMPA2129	Trim hide or skin
AMPA2131	Grade hide or skin
AMPA2132	Despatch hide or skin

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Target Group

Typically the trainee is an enterprise employee who is required to trim, grade and despatch hides, pelts or skins from an abattoir.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for enterprise employees who are required to trim hides, pelts or skins before grading and then despatching hides, pelts or skins from a slaughtering establishment.

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AMPSS00049 Produce Cooked Fermented Meat Products Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to produce cooked fermented products for inclusion in a meat retailing product range.

Pathways Information

The units of competency comprising the Produce Cooked Fermented Meat Products Skill Set are drawn from AQF levels II, III and IV in the meat processing qualifications, and can be counted towards these qualifications where this is in accordance with the qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 11 units of competency.

Unit Code	Unit Title
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR404	Facilitate hygiene and sanitation performance
AMPX214	Package meat and smallgoods product for retail sale
AMPX305	Smoke product
AMPR321	Collect and prepare standard samples

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AMPS207	Slice product using simple machinery
AMPS301	Cook, steam and cool product
AMPS314	Ferment and mature product
AMPX402	Monitor and overview the production of processed meats and smallgoods
AMPX403	Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM)
AMPX420	Participate in the ongoing development and implementation of a HACCP and Quality Assurance system

Target Group

This Skill Set is for meat retailers who wish to include cooked fermented products with their existing product range.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for the inclusion of cooked fermented products in a meat retailing product range.

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AMPSS00050 Produce Cooked Meat Products Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to produce cooked meat products for inclusion in an existing meat retailing product range.

Pathways Information

The units of competency comprising the Produce Cooked Meat Products Skill Set are drawn from AQF levels II, III and IV in the meat processing qualifications, and can be counted towards these qualifications where this is in accordance with the qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 8 units of competency.

Unit Code	Unit Title
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR404	Facilitate hygiene and sanitation performance
AMPX214	Package meat and smallgoods product for retail sale
AMPR321	Collect and prepare standard samples
AMPS207	Slice product using simple machinery
AMPS301	Cook, steam and cool product

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AMPX402	Monitor and overview the production of processed meats and smallgoods
AMPX420	Participate in the ongoing development and implementation of a HACCP and Quality Assurance system

Target Group

This Skill Set is for meat retailers who wish to include cooked meat products with their existing product range.

Suggested words for Statement of Attainment

The units of competency comprising the Produce Cooked Meat Products Skill Set are drawn from AQF levels II, III and IV in the meat processing qualifications, and can be counted towards these qualifications where this is in accordance with the qualification requirements.

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AMPSS00051 Produce Dried Meat Products Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to produce dried meat products for inclusion in an existing meat retailing product range.

Pathways Information

The units of competency comprising the Produce Dried Meat Products Skill Set are drawn from AQF levels II, III and IV in the meat processing qualifications, and can be counted towards these qualifications where this is in accordance with the qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 8 units of competency.

Unit Code	Unit Title
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR404	Facilitate hygiene and sanitation performance
AMPX214	Package meat and smallgoods product for retail sale
AMPR321	Collect and prepare standard samples
AMPS207	Slice product using simple machinery
AMPS302	Prepare dried meat
AMPX402	Monitor and overview the production of processed meats and smallgoods

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AMPX420	Participate in the ongoing development and implementation of a HACCP and Quality Assurance system

Target Group

This Skill Set is for meat retailers who wish to include dried meat products with their existing product range.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for the inclusion of dried meat products in a meat retailing product range.

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AMPSS00052 Produce Smoked Meat Products Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to produce smoked meat products for inclusion in an existing meat retailing product range.

Pathways Information

The units of competency comprising the Produce Smoked Meat Products Skill Set are drawn from AQF levels II, III and IV in the meat processing qualifications, and can be counted towards these qualifications where this is in accordance with the qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 8 units of competency.

Unit Code	Unit Title
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR404	Facilitate hygiene and sanitation performance
AMPX214	Package meat and smallgoods product for retail sale
AMPX305	Smoke product
AMPR321	Collect and prepare standard samples
AMPS207	Slice product using simple machinery

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AMPX402	Monitor and overview the production of processed meats and smallgoods
AMPX420	Participate in the ongoing development and implementation of a HACCP and Quality Assurance system

Target Group

This Skill Set is for meat retailers who wish to include smoked meat products with their existing product range.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for the inclusion of smoked meat products in a meat retailing product range.

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AMPSS00053 Produce UCFM Products Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to produce UCFM meat products for inclusion in an existing meat retailing product range.

Pathways Information

The units of competency comprising the Produce UCFM Products Skill Set are drawn from AQF levels II, III and IV in the meat processing qualifications, and can be counted towards these qualifications where this is in accordance with the qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 7 units of competency.

Unit Code	Unit Title
AMPCOR202	Apply hygiene and sanitation practices
AMPCOR404	Facilitate hygiene and sanitation performance
AMPX214	Package meat and smallgoods product for retail sale
AMPR321	Collect and prepare standard samples
AMPS207	Slice product using simple machinery
AMPX403	Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM)

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AMPX420	Participate in the ongoing development and implementation of a HACCP and Quality Assurance system

Target Group

This Skill Set is for meat retailers who wish to include Uncooked Comminuted Fermented Meat (UCFM) products with their existing product range.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for the inclusion of UCFM products in a meat retailing product range.

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AMPSS00054 Tongue Meat Recovery Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge to recover tongues in a meat processing plant.

Pathways Information

The Units of Competency comprising the Tongue Meat Recovery Skill Set are drawn from AQF level II in the Qualifications, and can be counted towards other Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 2 units of competency.

Unit Code	Unit Title
AMPA2081	Drop tongue
AMPX209	Sharpen knives

Target Group

Typically the trainee is a company employee who works on a slaughter floor recovering tongues.

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Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for recovering tongues in a meat processing plant.

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AMPSS00055 Transport Livestock Skill Set

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 4.0. Updated unit code.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Description

This skill set describes the skills and knowledge to transport livestock to a meat processing plant.

Pathways Information

These units of competency comprising the Transport Livestock Skill Set are drawn from AQF levels II and III in the Qualifications and can be counted towards meat processing Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

No licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- AHCLSK205 Handle livestock using basic techniques
- AHCLSK207 Load and unload livestock
- TLID0002 Care for livestock in transit

Target Group

This skill set is for a trainee transport operator who has responsibility for transporting livestock to a meat processing plant.

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Suggested words for Statement of Attainment

These competencies from the *AMP Australian Meat Processing Training Package* meet the animal welfare and handling requirements for transport operators who have responsibility for transporting livestock to a meat processing plant.

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AMPSS00056 Meat Processing New Supervisor Skill Set

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Description

This Skill Set describes the skills and knowledge required to lead and supervise small groups or teams, including new recruits, in a meat processing enterprise.

Pathways Information

The Units of Competency comprising the New Supervisor Skills Set are drawn from AQF level IV in the Qualifications and can be counted towards meat processing Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 5 units of competency.

Unit Code	Unit Title
AMPCOR401	Manage own work performance
AMPCOR403	Participate in workplace health and safety risk control process
AMPX411	Foster a Learning Culture in a Meat Enterprise
AMPX412	Build productive and effective workplace relationships
AMPX418	Lead Communication in the Workplace

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Target Group

Typically the trainee is an experienced meat processing operator who has been newly promoted to the position of supervisor or leading hand.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets industry requirements for leading and supervising small groups or teams, including new recruits, in a meat processing enterprise.

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AMPSS00057 Meat Processing Waste Water Operator Skill Set (level 1)

Modification History

Release	Comments
Release 3	This version released with AMP Australian Meat Industry Training Package Version 5.0.
Release 2	This version released with AMP Australian Meat Industry Training Package Version 3.0.
Release 1	This version released with AMP Australian Meat Industry Training Package Version 2.0.

Description

This Skill Set describes the skills and knowledge to monitor the operation of wastewater plant and equipment, including the collection and testing of water samples.

Pathways Information

The Units of Competency comprising the Meat Processing Waste Water Operator Skill Set (level 1) are drawn from AQF level II in the Qualifications and can be counted towards meat processing Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

No licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- AMPCOR204 Follow safe work policies and procedures
- AMPCOR205 Communicate in the workplace
- AMPX208 Apply environmentally sustainable work practices
- NWPGEN021 Sample and test wastewater
- NWPNET040 Maintain and repair network assets for wastewater
- NWPTRT027 Monitor and operate and wastewater treatment processes

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Target Group

Typically the trainee has responsibility for the daily operations and monitoring of wastewater plant and equipment, including the collection and testing of water samples.

Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for the daily operations and monitoring of wastewater plant and equipment, including the collection and testing of water samples.

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AMPSS00058 Meat Processing Waste Water Irrigation Skill Set (level 2)

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Industry Training Package Version 5.0.
Release 1	This version released with AMP Australian Meat Industry Training Package Version 2.0.

Description

This Skill Set describes the skills and knowledge to operate and monitor meat processing wastewater treatment processes where the water is used for irrigation.

Pathways Information

The Units of Competency comprising the Meat Processing Waste Water Irrigation Skill Set (level 2) are drawn from AQF levels II and III in the Qualifications and can be counted towards meat processing Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

No licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- NWPTRT027 Monitor and operate wastewater treatment processes
- NWPTRT028 Operate and control reclaimed water irrigation

Target Group

Typically the trainee has responsibility for the daily operations and monitoring of meat processing wastewater treatment processes where the water is used for irrigation.

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Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for operating and monitoring meat processing wastewater treatment processes where the water is used for irrigation.

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AMPSS00059 Meat Processing Waste Water Non-irrigation Skill Set (level 2)

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Industry Training Package Version 5.0.
Release 1	This version released with AMP Australian Meat Industry Training Package Version 2.0.

Description

This Skill Set describes the skills and knowledge to undertake the treatment, collection and transfer of waste water in a meat processing plant.

Pathways Information

The Units of Competency comprising the Meat Processing Waste Water Non-irrigation Skill Set (level 2) are drawn from AQF levels II and III in the Qualifications and can be counted towards meat processing Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

No licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- NWPNET052 Monitor and operate wastewater collection and transfer systems
- NWPTRT022 Monitor and operate hypochlorite disinfection processes
- NWPTRT024 Operate and control chloramination processes
- NWPTRT027 Monitor and operate wastewater treatment processes

Target Group

Typically the trainee has responsibility for the daily tasks and monitoring associated with the treatment, collection and transfer of waste water in a meat processing plant.

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Suggested words for Statement of Attainment

This Skill Set from the AMP Australian Meat Industry Training Package meets the industry requirements for the treatment, collection and transfer of waste water in a meat processing plant.

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AMPSS00060 Meat Processing Waste Water Environment Officer Skill Set (level 3)

Modification History

Release	Comments
Release 2	This version released with AMP Australian Meat Processing Training Package Version 4.0. Updated unit codes.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 2.0.

Description

This skill set describes the skills and knowledge to monitor and control water and wastewater system assets in a meat processing enterprise.

People wishing to undertake this Skill Set should have completed either

- Meat Processing Waste Water Irrigation Skill Set (level 2), or
- Meat Processing Waste Water Non-irrigation Skill Set (level 2)

or

- Be able to demonstrate equivalence in industry knowledge and experience prior to commencement.

Pathways Information

The units of competency comprising the Meat Processing Waste Water Environment Officer Skill Set (level 3) are drawn from AQF levels II, III and IV in the Qualifications and can be counted towards meat processing Qualifications where this is in accordance with the Qualification requirements.

Licensing/Regulatory Information

No licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- AMPCOR206 Overview the meat industry
- AMPX410 Facilitate achievement of enterprise environmental policies and goals
- MSL954004 Obtain representative samples in accordance with sampling plan

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- MSL973013 Perform basic tests
- MSMENV172 Identify and minimise environmental hazards
- NWPNET025 Coordinate and manage maintenance and repair of network assets

Target Group

This skill set is for a trainee who has responsibility for monitoring and control of meat processing enterprise water and wastewater system assets.

Suggested words for Statement of Attainment

These competencies from the *AMP Australian Meat Processing Training Package* meet the industry requirements for monitoring and control of meat processing enterprise water and wastewater system assets.

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AMPSS00061 Animal Welfare Officer Assistant Skill Set

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Industry Training Package Version 3.0.

Description

This Skill Set describes the skills and knowledge to ensure the safe and humane receival of stock.

Pathways Information

These units of competency provide credit toward the Certificate III in Meat Processing (Livestock Handling) and the AMPSSS00001 Animal Welfare Officer Skill Set.

The units of competency comprising the Animal Welfare Officer Skill Set are drawn from AQF levels II and III meat industry qualifications, and can be counted towards these qualifications and qualifications from other Training Packages, where this is in accordance with the qualification requirements.

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- AMPA3136 Monitor welfare of stock during out-of-hours receival
- AMPA2006 Apply animal welfare and handling requirements

Target Group

This skill set is for an employee who works out of normal production hours and is responsible for livestock receival out-of-hours (e.g. weekends or nights).

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Suggested words for Statement of Attainment

These competencies from the AMP Australian Meat Processing Training Package meet the industry requirements for ensuring the safe and humane receival of stock.

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AMPSS00062 Food Processing Pest Control Skill Set

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 4.0

Description

This skill set addresses the skills and knowledge required to monitor and assess the effectiveness of an established pest control program in a food processing premises. It may include checking the work of contractors involved in administering a pest control program.

Pathways Information

These units of competency provide partial credit towards AMP30716 Certificate III in Meat Processing (Quality Assurance).

Licensing/Regulatory Information

No licensing or regulatory requirements apply to this skill set at the time of publication.

However, state regulations governing the operation of enterprise pest control programs are different in every state, and trainers and assessors must reference state requirements when delivering this skill set.

Skill Set Requirements

- AMPCOR202 Apply hygiene and sanitation practices
- AMPCOR203 Comply with Quality Assurance and HACCP requirements
- AMPCOR204 Follow safe work policies and procedures
- AMPR314 Calculate and present statistical data in a meat enterprise
- AMPX230 Undertake pest control in a food processing establishment
- FBPTEC3002 Implement the pest prevention program

Target Group

This skill set is for Quality Assurance personnel who are responsible for monitoring the enterprise's pest control program within the Quality Assurance Plan.

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Suggested words for Statement of Attainment

These competencies from the *AMP Australian Meat Processing Training Package* meet the industry requirements for monitoring a pest control program in a food processing premises.

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AMPSS00063 Meat Processing Warehouse Operator Skill Set

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 4.0.

Description

This skill set covers the skills and knowledge required for the handling of frozen and/or chilled meat products in cold store facilities. It addresses the industry specific requirements for handling meat according to domestic and export customer requirements.

Pathways Information

These units of competency provide credit towards a range of qualifications from the AMP Australian Meat Processing Training Package.

Licensing/Regulatory Information

No licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- AMPCOR204 Follow safe work policies and procedures
- AMPX219 Follow electronic labelling and traceability systems in a food processing establishment
- AMPX314 Handle meat product in cold stores
- AMPX315 Follow hygiene, sanitation and quality requirements when handling meat product in cold stores
- TLIE0002 Process workplace documentation

Target Group

This skill set is for operators working in meat processing cold store facilities and who handle frozen and chilled meat products.

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Suggested words for Statement of Attainment

These competencies from the *AMP Australian Meat Processing Training Package* meet the industry requirements for working as an operator in a meat cold store facility.

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AMPSS00064 Meat Processing Warehouse Supervisor Skill Set

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 4.0.

Description

This skill set covers the skills and knowledge required for the supervision of handling of frozen and chilled meat products in cold store facilities. It addresses the industry specific requirements for supervising operators who are handling meat according to domestic or export regulations.

Pathways Information

These units of competency provide credit towards a range of qualifications from the AMP Australian Meat Processing Training Package.

Licensing/Regulatory Information

No licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- AMPCOR403 Participate in workplace health and safety risk control process
- AMPX204 Maintain production records
- AMPX219 Follow electronic labelling and traceability systems in a food processing establishment
- AMPX314 Handle meat product in cold stores
- AMPX315 Follow hygiene, sanitation and quality requirements when handling meat product in cold stores
- AMPX418 Lead communication in the workplace
- TLIA3018 Organise despatch operations

Target Group

This skill set is for staff supervising others who handle frozen or chilled meat in a cold store facility.

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Suggested words for Statement of Attainment

These competencies from the *AMP Australian Meat Processing Training Package* meet the industry requirements for working as a supervisor in a meat cold store facility.

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AMPSS00065 Meat Processing Halal Slaughter Skill Set

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Industry Training Package Version 5.0.

Description

This skill set provides the skills and knowledge required to undertake Halal slaughter in an approved export meat processing establishment. Individuals completing this Skill Set may have responsibility for monitoring or supervising the work of other Halal slaughterers.

Pathways Information

These units of competency provide credit towards AMP30516 Certificate III in Meat Processing (Slaughtering), and AMP30616 Certificate III in Meat Processing (General)

Licensing/Regulatory Information

At a minimum, Halal slaughter must be carried out to the agreed requirements. In some situations, additional market/customer requirements may apply.

Slaughterers approved to undertake Halal slaughter for export must be registered with AUSMEAT through their Approved Islamic Organisation.

Skill Set Requirements

- AMPA3001 Stick and bleed animal
- AMPA3003 Assess effective stunning and bleeding
- AMPA3015 Perform animal slaughter in accordance with Halal certification requirements
- AMPCOR204 Follow safe work policies and procedures
- AMPX209 Sharpen knives

Target Group

This skill set is for slaughterers who seek approval to undertake Halal slaughter in an approved meat processing establishment. Individuals do not have to be qualified slaughterer to undertake this skill set, but a working knowledge of the slaughter process would be an advantage.

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Suggested words for Statement of Attainment

These competencies from the AMP Australian Meat Processing Training Package meet the requirements for endorsement as an approved Halal Slaughterer.

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AMPSS00066 Wild Game Harvest Internal Auditor Skill Set

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 5.0.

Description

This skill set covers the skills and knowledge required in the wild game harvesting industry to audit a field depot or chiller to ensure the required industry standards are met when harvesting and storing wild game animal carcases for human consumption.

Pathways Information

These units of competency provide credit towards a range of qualifications from the AMP Australian Meat Processing Training Package

Licensing/Regulatory Information

No licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- AMPG300 Overview wild game meat industry
- AMPG307 Inspect wild game field depot
- AMPX404 Conduct an internal audit of a documented program

Target Group

This skill set is for individuals working in the wild game harvesting sector who are required to audit game field depots and chillers.

Suggested words for Statement of Attainment

These competencies from the AMP Australian Meat Processing Training Package meet the industry requirements for conducting an internal audit of a wild game field depot.

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AMPSS00067 Poultry Processing Quality Assurance Skill Set

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 5.0.

Description

This skill set addresses the need for a poultry processing premises to have identified quality assurance personnel who have responsibility for ensuring that the premises meets the requirements set out in their Approved Arrangement.

Pathways Information

These units of competency provide credit towards a range of qualifications from the AMP Australian Meat Processing Training Package.

In particular, the level 3 units of competency can be credited towards AMP30716 Certificate III in Meat Processing (Quality Assurance) qualification, while, the level 4 units can be credited towards AMP40415 Certificate IV in Meat Processing (Quality Assurance).

Licensing/Regulatory Information

No licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- AMPA3002 Handle animals humanely while conducting ante-mortem inspection
- AMPCOR402 Facilitate Quality Assurance process
- AMPP203 Grade poultry carcase
- AMPR321 Collect and prepare standard samples
- AMPX209 Sharpen knives
- AMPX310 Perform pre-operations hygiene assessment

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Target Group

This skill set is for quality assurance personnel who work in a poultry processing premises. They will have responsibility for ensuring the premises meets the requirements set out in the Approved Arrangement. They will oversee compliance requirements in areas such as animal welfare, testing and sampling, inspection and grading and diseases and conditions.

Suggested words for Statement of Attainment

These competencies from the AMP Australian Meat Processing Training Package meet the industry requirements for an individual to perform a quality assurance role in a poultry processing premises.

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AMPSS00068 Poultry Pre-processing Skill Set (Electrical Stunning)

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 5.0.

Description

This skill set addresses the need for a poultry processing establishment to have trained staff to receive and handle live birds at the poultry processing premises.

Pathways Information

These units of competency provide credit towards a range of qualifications from the AMP Australian Meat Processing Training Package.

Licensing/Regulatory Information

No licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- AMPA3002 Handle animals humanely while conducting ante-mortem inspection
- AMPCOR202 Apply hygiene and sanitation practices
- AMPCOR204 Follow safe work policies and procedures
- AMPCOR205 Communicate in the workplace
- AMPP207 Operate the bird receival and hanging process

Target Group

This skill set is for personnel who work in the lairage area of a poultry processing premises. They will have responsibility for checking the condition of birds on arrival and then preparing them for electrical stunning.

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Suggested words for Statement of Attainment

These competencies from the AMP Australian Meat Processing Training Package meet the industry requirements for receiving, handling and preparation of birds for slaughter in a poultry processing premises.

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AMPSS00069 Poultry Stunning, Bleeding, Scalding and De-feathering Skill Set

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 5.0.

Description

This skill set addresses the need for a poultry processing establishment to have trained staff to operate the stunning, bleeding, scalding and defeathering processes at a poultry processing premises.

Pathways Information

These units of competency provide credit towards a range of qualifications from the AMP Australian Meat Processing Training Package.

Licensing/Regulatory Information

No licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- AMPCOR201 Maintain personal equipment
- AMPCOR202 Apply hygiene and sanitation practices
- AMPCOR203 Comply with Quality Assurance and HACCP requirements
- AMPCOR204 Follow safe work policies and procedures
- AMPP208 Operate a poultry stunning, killing and defeathering process
- AMPP210 Prepare birds for stunning

Target Group

This skill set is for personnel who work in the slaughter area of a poultry processing premises. They will have responsibility for operating the stunning, bleeding, scalding and defeathering processes.

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Suggested words for Statement of Attainment

These competencies from the AMP Australian Meat Processing Training Package meet the industry requirements for the stunning, bleeding, scalding and defeathering processes at a poultry processing premises.

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AMPSS00070 Poultry Evisceration Skill Set

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 5.0.

Description

This skill set addresses the need for a poultry processing establishment to have trained staff to eviscerate and wash birds at a poultry processing premises.

Pathways Information

These units of competency provide credit towards a range of qualifications from the AMP Australian Meat Processing Training Package.

Licensing/Regulatory Information

No licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- AMPCOR201 Maintain personal equipment
- AMPCOR202 Apply hygiene and sanitation practices
- AMPCOR203 Comply with Quality Assurance and HACCP requirements
- AMPCOR204 Follow safe work policies and procedures
- AMPP202 Operate a poultry evisceration process
- AMPX317 Monitor product flow in an automated process

Target Group

This skill set is for personnel who work in the evisceration area of a poultry processing premises. They will have responsibility for eviscerating birds and operating the washing processes.

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Suggested words for Statement of Attainment

These competencies from the AMP Australian Meat Processing Training Package meet the industry requirements for evisceration and washing of birds in a poultry processing premises.

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AMPSS00071 Poultry Processing Boning and Filleting Skill Set

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 5.0.

Description

This skill set addresses the need for a poultry processing establishment to have trained staff to bone and fillet poultry to customer specifications in a poultry processing premises.

Pathways Information

These units of competency provide credit towards a range of qualifications from the AMP Australian Meat Processing Training Package.

Licensing/Regulatory Information

No licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- AMPCOR201 Maintain personal equipment
- AMPCOR202 Apply hygiene and sanitation practices
- AMPCOR203 Comply with Quality Assurance and HACCP requirements
- AMPCOR204 Follow safe work policies and procedures
- AMPCOR205 Communicate in the workplace
- AMPP302 Debone and fillet poultry product (manually)
- AMPX317 Monitor product flow in an automated process

Target Group

This skill set is for personnel who work in the boning area of a poultry processing premises. They will have responsibility for boning and filleting poultry to customer specifications.

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Suggested words for Statement of Attainment

These competencies from the AMP Australian Meat Processing Training Package meet the industry requirements for boning and filleting poultry to customer specifications.

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AMPSS00072 Poultry Further Processing Skill Set

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 5.0.

Description

This skill set addresses the need for a poultry processing establishment to have trained staff to hygienically prepare and package product to customer specifications.

Pathways Information

These units of competency provide credit towards a range of qualifications from the AMP Australian Meat Processing Training Package.

Licensing/Regulatory Information

No licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- AMPCOR201 Maintain personal equipment
- AMPCOR202 Apply hygiene and sanitation practices
- AMPCOR203 Comply with Quality Assurance and HACCP requirements
- AMPCOR204 Follow safe work policies and procedures
- AMPCOR205 Communicate in the workplace
- AMPP201 Operate a poultry dicing, stripping or mincing process.

Target Group

This skill set is for personnel who work in the further processing area of a poultry processing premises. They will have responsibility for hygienically prepare and package product to customer specifications.

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Suggested words for Statement of Attainment

These competencies from the AMP Australian Meat Processing Training Package meet the industry requirements for hygienically preparing and packaging product to customer specifications.

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AMPSS00073 Poultry Processing Waste Disposal Skill Set

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 5.0.

Description

This skill set addresses the need for a poultry processing premises to have trained staff to sort and distribute poultry processing waste material according to customer and regulatory requirements.

Pathways Information

These units of competency provide credit towards a range of qualifications from the AMP Australian Meat Processing Training Package.

Licensing/Regulatory Information

No licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- AMPA2161 Operate waste recovery systems
- AMPCOR204 Follow safe work policies and procedures
- AMPCOR206 Overview the meat industry
- AMPX208 Apply environmentally sustainable work practices
- AMPX316 Monitor product to be sent to rendering

Target Group

This skill set is for personnel who work with waste material in a poultry processing premises. They will have responsibility for monitoring the disposal of waste material according to customer and regulatory requirements.

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Suggested words for Statement of Attainment

These competencies from the AMP Australian Meat Processing Training Package meet the industry requirements for disposing of waste material according to customer and regulatory requirements.

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AMPSS00075 Poultry Pre-processing Skill Set (Gas Stunning)

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 5.0.

Description

This skill set addresses the need for a poultry processing premises to have trained staff to receive and handle live birds at the poultry processing premises.

Pathways Information

These units of competency provide credit towards a range of qualifications from the AMP Australian Meat Processing Training Package.

Licensing/Regulatory Information

No licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- AMPA3002 Handle animals humanely while conducting ante-mortem inspection
- AMPCOR202 Apply hygiene and sanitation practices
- AMPCOR204 Follow safe work policies and procedures
- AMPCOR205 Communicate in the workplace
- AMPP209 Operate the live bird receival process

Target Group

This skill set is for personnel who work in the lairage area of a poultry processing premises. They will have responsibility for checking the condition of birds on arrival and then preparing them for gas stunning.

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Suggested words for Statement of Attainment

These competencies from the AMP Australian Meat Processing Training Package meet the industry requirements for receiving, handling and preparation of birds for slaughter in a poultry processing premises.

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AMPSS00076 Poultry Processing Initial Chilling Skill Set

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 5.0.

Description

This skill set addresses the need for a poultry processing premises to have trained staff to operate a poultry chilling process.

Pathways Information

These units of competency provide credit towards a range of qualifications from the AMP Australian Meat Processing Training Package.

Licensing/Regulatory Information

No licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- AMPCOR201 Maintain personal equipment
- AMPCOR202 Apply hygiene and sanitation practices
- AMPCOR203 Comply with Quality Assurance and HACCP requirements
- AMPCOR204 Follow safe work policies and procedures
- AMPP206 Operate a poultry washing and chilling process
- AMPX317 Monitor product flow in an automated process

Target Group

This skill set is for personnel who work in a poultry processing premises. They will have responsibility for preparing for and operating the chilling process in a poultry production environment.

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Suggested words for Statement of Attainment

These competencies from the AMP Australian Meat Processing Training Package meet the industry requirements for operating a chilling process in a poultry processing premises.

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