



Australian Government

Department of Education, Employment and Workplace Relations

MTMMP77C Participate in product recall

Release: 1

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Modification History

Unit Descriptor

This unit covers the skills and knowledge required to initiate and participate in a product recall.

Application of the Unit

This unit is applicable to plant managers, Quality Assurance (QA) personnel, managers and marketing personnel who have a role in implementing a product recall.

Licensing/Regulatory Information

Pre-Requisites

Employability Skills Information

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.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Participate in decision about disposition	1.1 Decision is made in relation to whether product is recalled according to workplace and product specifications.
2 Simulate a product recall	2.1 Criteria for a product recall are identified according to product specifications and workplace requirements .
	2.2 Product to be recalled is identified and traced according to product specifications and workplace requirements.
	2.3 Individuals or groups involved in a product recall are identified and their role described.
	2.4 Steps in recall are identified and described.
	2.5 Product development is reviewed in consultation with those responsible.
	2.6 Manufacturing methods and quality control methods are reviewed to prevent problems re-occurring.

Required Skills and Knowledge

This describes the essential skills and knowledge required for this unit. Where bold italicised text is used, further information is detailed in the Range Statement.

Complete records of simulated product recall exercise and review for improvements to the recall procedure.

Demonstrate ability to use communications technology such as computers and telephones to facilitate product recall.

Demonstrate ability to identify and implement the procedure for a product recall.

Describe the steps involved in implementing a product recall.

Explain the reasons and procedures for initiating a product recall.

Identify and apply relevant **OH&S** and **regulatory requirements**.

Identify records of product identification and traceability and use them for trace forward.

Use relevant **communication skills**.

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated when utilising a documented product recall procedure and realistic data.

Context of and specific resources for assessment

Assessment can be based on participation in a comprehensive simulation.

Method of assessment

Recommended methods of assessment are:
assignment

quiz of underpinning knowledge

simulation

workplace project

workplace referee or third party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender, or language backgrounds other than English. Language and literacy demands of the

assessment task should not be higher than those of the work role.

Guidance information for assessment

Resource materials available from MINTRAC, telephone 1800 817 462.

Range Statement

RANGE STATEMENT

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments within the meat industry and situations that may affect performance. This includes any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts. Bold italics wording in the Elements and Performance Criteria, and Required Skills and Knowledge, is detailed below.

Workplace requirements may include:

- Enterprise-specific procedures
- OH&S requirements
- QA requirements
- standard operating procedures
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coat and apron
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh apron
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear
- requirements set out in standards, codes of practice etc.

Regulatory requirements may include: Export Control Act

hygiene and sanitation requirements
relevant Australian Standards
relevant regulations
requirements set out in AS 4696:2002
Australian Standard for Hygienic Production
and Transportation of Meat and Meat
Products for Human Consumption
state regulations regarding meat processing

Communication skills may include:

applying numeracy skills to workplace
requirements
being appropriately assertive
empathising
establishing/using networks
interpreting the needs of internal/external
customers
listening and understanding
negotiating responsively
persuading effectively
reading and interpreting workplace-related
documentation
sharing information
speaking clearly and directly
working with diverse individuals and groups
writing to audience needs

Unit Sector(s)