



Australian Government

Department of Education, Employment and Workplace Relations

MTMPS203B Operate scales and semi-automatic labelling machinery

Release: 1

MTMPS203B Operate scales and semi-automatic labelling machinery

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers 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.
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Application of the Unit

Application of the unit	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.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Select meat product	<p>1.1. Meat products are identified for weighing and labelling according to <i>workplace requirements</i>.</p> <p>1.2. Carton is placed on scales in accordance with manufacturer's specifications and workplace requirements.</p>
2. Enter product data	<p>2.1. Codes for specific cuts are entered into the system.</p> <p>2.2. Data is recovered in report form where this is part of work instructions.</p>
3. Weigh carton	<p>3.1. Carton is weighed and details are recorded according to workplace requirements.</p> <p>3.2. Equipment operation is monitored to ensure correct information is recorded on <i>label</i>.</p>
4. Label carton	<p>4.1. Label is removed from labelling equipment and placed on carton according to workplace and regulatory requirements.</p> <p>4.2. Carton is labelled clearly for loadout.</p> <p>4.3. <i>Labelling</i> of cartons is monitored for accuracy in correlation with products.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- 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*
- work effectively as an individual and as a team member
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

REQUIRED SKILLS AND KNOWLEDGE**Required knowledge**

Knowledge of:

- Occupational Health and Safety (*OH&S*) *requirements* related to labelling
- regulatory requirements with regard to labelling
- consequences of incorrect labelling
- monitoring of consumables
- purpose of labelling information

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated under normal rate of production.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in a registered meat processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • assignments • quiz of underpinning knowledge • simulation • workplace demonstration • workplace project • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or</p>

EVIDENCE GUIDE	
	language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<p><i>Label</i> information may include:</p>	<ul style="list-style-type: none"> • Australian inspection stamp • 'bone in' or 'boneless' statement • category cipher, category in full, cut description in full • country of origin • customer requirements • date of production • duration of ageing workplace in-house bar code • enterprise-specific requirements • generic identification (species) • meat quality statement • number of pieces • temperature requirements for chiller

RANGE STATEMENT	
	<ul style="list-style-type: none"> • trade description • type of packaging • weight.
Labelling may include:	<ul style="list-style-type: none"> • automatic or handwritten ticket • government stamp (regulation) • roller brand.
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations and Australian Standards • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
Communication skills may include:	<ul style="list-style-type: none"> • communicating and working with diverse individuals and groups • interpreting customer requirements • listening and understanding, speaking clearly and directly • reading and interpreting workplace-related documentation • sharing information.
Mathematical skills may include:	<ul style="list-style-type: none"> • accurate recording of time, volume, weight and quantity in standard formats or proformas • calculators and computer software packages • operations involving comparisons and variations • reading and interpreting analogue and digital measures including clocks and scales.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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