



**Australian Government**

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

# **MTM30811 Certificate III in Meat Processing (Retail Butcher)**

**Release: 3**

## MTM30811 Certificate III in Meat Processing (Retail Butcher)

### Modification History

Release	TP Version	Comments
3	MTM11v3	Updated equivalent imported Units: <i>PRMCL38A Clean a food handling area to</i> <i>CPPCLO3038A Clean food-handling areas</i> <i>SIRXFIN001A Balance point-of-sale terminal to</i> <i>SIRXFIN201 Balance and secure point-of-sale terminal</i> <i>SIRXMER002 Coordinate merchandise presentation to SIRXMER303</i> <i>SIRXSLS001A Sell products and services to SIRXSLS201</i> <i>HLTFA301B Apply first aid to HLTFA301C</i>
2	MTM11v2	Missing information about Units of Competency with Pre-requisites added
1	MTM11v1	Initial release

## Description

This qualification is the trade qualification for butchers.

### Job roles

Job role titles covered by this qualification may include:

- butcher.
- 

## Pathways Information

### Pathways into the qualification

Pathways into the qualification may be:

- after completion of a Certificate I or II Meat Processing qualification, with credit for relevant completed units
- after completion of a pre-apprenticeship program
- through Recognition of Prior Learning
- by direct entry without prior industry skills or knowledge.

This qualification is suited to Australian Apprenticeship pathways.

### Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Certificate III in Meat Processing qualification, with credit for applicable units successfully completed
- MTM40111 Certificate IV in Meat Processing (Leadership)
- MTM40311 Certificate IV in Meat Processing (Quality Assurance)
- MTM40411 Certificate IV in Meat Processing (General)
- small business management qualifications.
- 

## Licensing/Regulatory Information

### Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

## Entry Requirements

Not Applicable

## Employability Skills Summary

### EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> <li>• listening and carrying out instructions</li> <li>• speaking clearly and directly with other personnel and customers</li> <li>• reading and interpreting workplace-related documentation, such as customer orders and recipes</li> <li>• writing, such as recording customer orders</li> <li>• using mathematical skills in areas such as time, weights, portion size and tender</li> <li>• sharing information with other workers, for example, customer requests</li> <li>• using negotiation, empathy, persuasion and assertiveness skills to interact with customers</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• working effectively as an individual as well as in a work team</li> <li>• working effectively with workers or customers from another country</li> <li>• applying own knowledge to assist other members of the work team</li> <li>• identifying and utilising the strengths of other team members, such as specialised product knowledge</li> <li>• providing coaching and mentoring support to new or junior workers</li> </ul>
Problem solving	<ul style="list-style-type: none"> <li>• developing practical and creative solutions to workplace problems, for example, suggesting substitutions for unavailable ingredients</li> <li>• showing independence in identifying problems, such as malfunctioning equipment or OH&amp;S issues</li> <li>• solving problems individually or in teams</li> <li>• suggesting a range of solutions to solve problems, for example, recommending alternative products to customers to reduce oversupply</li> <li>• using numeracy skills to solve problems, for example, adjusting temperatures or recommending cooking times</li> <li>• testing assumptions, for example, experimenting with new</li> </ul>

<b>EMPLOYABILITY SKILLS QUALIFICATION SUMMARY</b>	
	<ul style="list-style-type: none"> <li>ingredients, or testing new product lines</li> <li>• resolving customer concerns, such as complaints about poor product</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>• adapting to new situations, such as introduction of new products or equipment</li> <li>• using numeracy skills to solve problems, such as modification of portion sizes</li> <li>• translating ideas into action by demonstrating suggestions</li> <li>• initiating and developing innovative solutions, for example, customer reward programs or product specials</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>• collecting, analysing and organising information, such as customer orders and product specifications</li> <li>• using basic business systems for planning and organising, for example, work instructions, or Standard Operating Procedures</li> <li>• participating in ongoing continuous improvement and planning processes, such as Quality Assurance processes</li> <li>• determining or applying required resources, such as stock requirements</li> <li>• managing time and priorities, such as work times and production schedules</li> <li>• adapting resource allocations to cope with contingencies, for example, adjusting packaging to deal with different sized product or reducing stock orders for short weeks</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>• monitoring and evaluating own performance to ensure team and production requirements are met efficiently</li> <li>• taking responsibility for own work output</li> </ul>
Learning	<ul style="list-style-type: none"> <li>• being receptive to learning new ideas and techniques, such as changed work instructions, new equipment and processes</li> <li>• learning in a range of settings, such as through formal training or informally from other workers</li> <li>• managing own learning, for example, undertaking self-directed research to identify a new recipe or product</li> <li>• contributing to the learning of others, for example, explaining work processes to new workers</li> </ul>
Technology	<ul style="list-style-type: none"> <li>• using technology, such as point of sale technology</li> <li>• demonstrating skill when using workplace technology, such as knives, bandsaws and mincers</li> <li>• applying OH&amp;S requirements when using technology</li> </ul>

## Packaging Rules

### Packaging Rules

Complete a total of forty-three units of competency.

In Stage 1:

- complete all fifteen core units of competency from Group A
- complete one elective unit of competency from group D.

In Stage 2:

- complete all ten core units of competency from Group B
- complete one elective unit of competency from Group E.

In Stage 3:

- complete all thirteen core units of competency from Group C
- complete three elective units of competency from Group F.

### Qualification structure

Core Units	
<b>Group A - Stage 1</b>	
MTMCOR201A Maintain personal equipment	MTMR103C Store meat product
MTMCOR202A Apply hygiene and sanitation practices	MTMR104C Prepare minced meat and minced meat products
MTMCOR204A Follow safe work policies and procedures	MTMR106C Provide service to customers
MTMCOR205A Communicate in the workplace	MTMR203C Select, weigh and package meat for sale
MTMCOR206A Overview the meat industry	FDFOP2061 A Use numerical applications in the workplace
MTMPSR203A Sharpen knives	HLTFA301C Apply first aid
MTMR101C Identify species and meat cuts	CPPCLO3038 A Clean food-handling areas
MTMR102C Trim meat for further processing	
<b>Group B - Stage 2</b>	
MTMCOR203A Apply Quality Assurance	MTMR207B Use basic methods of meat

practices	cookery
-----------	---------

MTMPR201C	Prepare and operate a bandsaw	MTMR210B	Make and sell sausages
MTMR201C	Break and cut product using a bandsaw	MTMR211B	Produce and sell value-added products
MTMR202C	Provide advice on cooking and storage of meat products	MTMSR201C	Prepare and slice meat cuts
MTMR204C	Package product using manual packing and labelling equipment	MTMSR202C	Trim meat to specifications
<b>Group C - Stage 3</b>			
MTMR301C	Prepare specialised cuts	MTMR308C	Prepare and produce value-added products
MTMR302C	Assess carcase_product quality	MTMR317B	Cure, corn and sell product
MTMR303C	Calculate yield of carcase or product	MTMR318B	Assess and sell poultry product
MTMR304C	Manage stock	MTMR320A	Locate, identify and assess cuts
MTMR305C	Meet customer needs	MTMR321B	Assess and address customer preferences
MTMR306C	Provide advice on nutritional role of meat	MTMSR302C	Prepare primal cuts
MTMR307C	Merchandise products and services		
<b>Elective units</b>			
<b>Group D - Stage 1</b>			
MTMR107C	Process sales transactions	MTMR109B	Monitor meat temperature from receipt to sale
MTMR108B	Undertake minor routine maintenance		
<b>Group E - Stage 2</b>			
MTMR208B	Vacuum pack product in a retail operation	MTMSR204C	Despatch meat product
MTMR209B	Undertake routine preventative maintenance	BSBITU101A	Operate a personal computer



MTMR212B	Receive meat product	SIRXFIN201	Balance and secure point-of-sale terminal
MTMSR203C	Package product using automatic packing and labelling equipment		
<b>Group F - Stage 3</b>			
MTMP3102B	Provide coaching	MTMR316B	Utilise the Meat Standards Australia system for beef to meet customer requirements
MTMP3103B	Provide mentoring	MTMR319B	Break carcasses for retail sale
MTMR309C	Prepare, roll, sew and net meat	MTMR322A	Collect and prepare standard samples
MTMR310C	Bone and fillet poultry	MTMS306B	Identify and repair equipment faults
MTMR311C	Cost and price meat products	MTMSR303 A	Smoke product
MTMR312C	Prepare portion control to specifications	SIRXMER30 3	Coordinate merchandise presentation
MTMR313C	Bone game meat	SIRXSLS201	Sell products and services
MTMR314B	Order stock in a meat enterprise	TAEDEL301 A	Provide work skill instruction
MTMR315B	Calculate and present statistical data in a meat enterprise		