



Australian Government

Department of Education, Employment and Workplace Relations

MTM40111 Certificate IV in Meat Processing (Leadership)

Release: 2

MTM40111 Certificate IV in Meat Processing (Leadership)

Modification History

December 2011: Update of imported units from TAE10 Training and Education Training Package.

Description

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

Job roles

Job role titles covered by this qualification may include:

- meat processing supervisor
- meat processing team leader
- smallgoods supervisor
- boning room supervisor
- meat department supervisor
- meat processing assessor.
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Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- after successful completion of any Certificate II or III Meat Processing qualification
- by direct entry with industry experience but without prior qualifications
- through Recognition of Prior Learning.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- approved Skill Sets to gain expertise in specific skilled job roles
- any other Meat Processing qualification at level IV, with credit for applicable units successfully completed
- MTM50111 Diploma of Meat Processing
- MTM50211 Diploma of Meat Processing (Meat Retailing).
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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.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described for each Employability Skill are representative of the meat industry in general and may not reflect specific job roles. 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"> • listening and interpreting worker issues or management concerns • speaking clearly and directly with other personnel, such as workers, management and customers • reading and interpreting workplace documentation such as work instructions, Standard Operating Procedures, Australian Standards and food safety regulations • preparing written documentation, such as reports • using mathematical skills in areas such as time and temperature • sharing information with co-workers, managers, customers and regulatory authorities • applying negotiation, persuasion and assertiveness skills when carrying out supervisory duties • showing empathy with worker and customer issues when appropriate |
| Teamwork | <ul style="list-style-type: none"> • working effectively as an individual as well as in a work team • working effectively with workers from another country • applying own technical knowledge to assist other members of the work team • using teamwork skills in a range of situations, such as when addressing food safety issues • identifying and utilising the strengths of other team members, such as specialised technical knowledge • providing coaching and mentoring support to new workers |
| Problem solving | <ul style="list-style-type: none"> • developing practical and creative solutions to workplace problems, such as rostering issues • showing independence and initiative in identifying problems, for example, the need to revise and update a work instruction • working with a team to resolve a problem, for example, a |

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

| | |
|---------------------------|--|
| | <p>production issue</p> <ul style="list-style-type: none"> • using numeracy skills, such as graphing and charting, to resolve problems • resolving concerns raised by external groups, such as customers or regulatory authorities |
| Initiative and enterprise | <ul style="list-style-type: none"> • adapting to new situations, such as changes to customer specifications or introduction of new equipment • translating ideas into action, for example, revising a work instruction or Standard Operating Procedure • identifying opportunities that might not be obvious to others, for example, a change of supplier to achieve cost savings or a change in process to achieve better productivity |
| Planning and organising | <ul style="list-style-type: none"> • collecting, analysing and organising information, such as HACCP reports • using basic business processes for planning and organising, for example, production schedules • taking initiative and making decisions within workplace role, for example, setting production levels • managing time and priorities, such as meeting report deadlines and timely implementation of corrective actions • determining, applying and allocating resources, such as budget, product and personnel • adapting resource allocations to cope with contingencies, for example, shortage of stock or staff |
| Self-management | <ul style="list-style-type: none"> • having and articulating own ideas and vision, for example, when contributing to company business planning processes • monitoring and evaluating own performance to ensure company production requirements are met efficiently • taking responsibility for work output within area of responsibility |
| Learning | <ul style="list-style-type: none"> • being receptive to learning new ideas and techniques, such as changed work instructions, new equipment and processes • learning in a range of settings, such as through formal training or informally from other workers • learning new skills and techniques to adjust to production or equipment changes • managing own learning to ensure currency, for example, by attending technical workshops or through internet research • contributing to the learning of others through support of professional development or informal processes • applying a range of learning approaches appropriate to individual and situational requirements |

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY**Technology**

- using technology, such as workplace machinery, computers and testing equipment
- demonstrating skilled use of workplace technology
- applying OH&S requirements when using technology
- adapting to new technology requirements, such as new software or machinery
- applying technology as a management tool, for example, running production reports

Packaging Rules

Packaging Rules

Complete eighteen units of competency in total.

- complete all ten core units of competency
- complete eight elective units of competency.

A maximum of three units can be selected from other Certificate IV or Diploma qualifications in this Training Package, or from another Training Package or accredited course. Units selected must be relevant to meat processing job roles and must not duplicate units already contained within the qualification.

Qualification structure

| Core units | |
|--|--|
| Level II core | |
| MTMCOR201A Maintain personal equipment | MTMCOR204A Follow safe work policies and procedures |
| MTMCOR202A Apply hygiene and sanitation practices | MTMCOR205A Communicate in the workplace |
| MTMCOR203A Apply Quality Assurance practices | MTMCOR206A Overview the meat industry |
| Level IV core | |
| MTMCOR401C Manage own work performance | MTMCOR403A Participate in OH&S risk control process |
| MTMCOR402C Facilitate Quality Assurance process | MTMCOR404A Facilitate hygiene and sanitation performance |
| Elective units | |
| MTMP407B Supervise new recruits | BSBINM401A Implement workplace information system |
| MTMPS414B Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM) | BSBINN301A Promote innovation in a team environment |
| MTMPSR401C Coordinate contracts | BSBLED401A Develop teams and individuals |
| MTMPSR402C Prepare and evaluate resource proposals | BSBMGT402A Implement operational plan |
| MTMPSR403C Facilitate achievement of enterprise environmental policies | BSBMGT403A Implement continuous |

| | and goals | | improvement |
|------------|--|-------------|--|
| MTMPSR404C | Foster a learning culture in a meat enterprise | BSBWOR402A | Promote team effectiveness |
| MTMPSR405C | Build productive and effective workplace relationships | SIRXFIN004A | Manage financial resources |
| MTMPSR406C | Manage and maintain a food safety plan | SIRXINV004A | Buy merchandise |
| MTMPSR411A | Lead communication in the workplace | SIRXINV005A | Control inventory |
| MTMPSR412A | Participate in product recall | TAEASS401B | Plan assessment activities and processes |
| BSBCUS402A | Address customer needs | TAEASS402B | Assess competence |

Units with prerequisite units

Units with prerequisite units

The following units from this qualification contain prerequisite units.

| Unit | Prerequisite |
|--|--|
| MTMCOR401C Manage own work performance | MTMCOR205A Communicate in the workplace |
| MTMCOR403A Participate in OH&S risk control process | MTMCOR204A Follow safe work policies and procedures |
| MTMCOR402C Facilitate Quality Assurance process | MTMCOR203A Apply Quality Assurance practices |
| MTMCOR404A Facilitate hygiene and sanitation performance | MTMCOR202A Apply hygiene and sanitation practices |
| MTMPS414B Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM) | MTMCOR202A Apply hygiene and sanitation practices MTMCOR403A Participate in OH&S risk control process |