



**Australian Government**

# **MTM40311 Certificate IV in Meat Processing (Quality Assurance)**

**Release: 3**

## MTM40311 Certificate IV in Meat Processing (Quality Assurance)

### Modification History

Release	TP Version	Comments
3	MTM11v4	<i>MTMCOR203A Apply Quality Assurance practices updated to correct unit MTMCOR203B Comply with Quality Assurance and HACCP requirements in Entry Requirements</i>
2	MTM11v3	Added new Elective Unit <i>MTMPSR415A Develop and implement work instructions and SOPs</i> Minor typographical correction
1	MTM11v1	Initial release

## Description

This qualification covers work activities undertaken by Quality Assurance officers in abattoirs and smallgoods production enterprises.

### Job roles

Job role titles covered by this qualification may include:

- Quality Assurance officer
- Quality Assurance supervisor
- Quality Assurance auditor
- Quality Assurance manager
- compliance manager.
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## Pathways Information

### Pathways into the qualification

Pathways into the qualification may be:

- after completion of a Certificate II or III in Meat Processing
- through Recognition of Prior Learning.

This qualification is suited to Australian Apprenticeship pathways.

## Licensing/Regulatory Information

### Licensing, legislative, regulatory or certification considerations

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

## Entry Requirements

### Entry requirements

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

- MTMCOR201A Maintain personal equipment
- MTMCOR204A Follow safe work policies and procedures
- MTMCOR202A Apply hygiene and sanitation practices
- MTMCOR205A Communicate in the workplace
- MTMCOR203B Comply with Quality Assurance and HACCP requirements
- MTMCOR206A Overview the meat industry

In addition, the trainee must have completed a minimum of twelve months relevant employment in a meat processing plant, or hold an appropriate qualification which provides background understanding of a Quality Assurance system.

### Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Meat Processing qualification at Level IV, with credit for applicable units successfully completed

- approved Skill Sets to gain expertise in specific skilled job roles, for example, the Meat Industry Microbiological Skill Set
- TAE40110 Certificate IV in Training and Assessment
- MTM50111 Diploma of Meat Processing
- MTM50211 Diploma of Meat Processing (Meat Retailing)

## 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"> <li>• listening and interpreting worker issues or management concerns</li> <li>• speaking clearly and directly with other personnel, such as workers or management, and customers</li> <li>• reading and interpreting workplace documentation, such as work instructions, Standard Operating Procedures, Australian Standards and AQIS directives</li> <li>• preparing written documentation, such as reports</li> <li>• using mathematical skills in areas such as graphing, calculation and prediction</li> <li>• sharing information with managers and regulatory authorities</li> <li>• applying negotiation, persuasion and assertiveness skills when addressing Quality Assurance issues</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 from another country</li> <li>• applying own Quality Assurance knowledge to assist other members of the work team</li> <li>• using teamwork skills in a range of situations, such as when addressing food safety issues</li> <li>• identifying and utilising the strengths of other team members, such as specialised technical knowledge</li> <li>• providing coaching and mentoring support to new workers</li> </ul>
Problem solving	<ul style="list-style-type: none"> <li>• developing practical and creative solutions to workplace problems, such as food safety issues</li> <li>• showing independence and initiative in identifying problems, for example, the need to revise and update a work instruction or implement corrective action</li> <li>• using numeracy skills, such as prediction, calculation and graphing, to resolve problems</li> </ul>

**EMPLOYABILITY SKILLS QUALIFICATION SUMMARY**

	<ul style="list-style-type: none"> <li>• resolving concerns raised by external groups, such as customers or regulatory authorities</li> <li>• translating ideas into action by demonstrating suggestions</li> <li>• initiating and developing innovative solutions, for example, alternative storage arrangements</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>• adapting to new situations, such as changes to products or introduction of new equipment</li> <li>• translating ideas into action, for example, contributing to the revision of a work instruction or Standard Operating Procedure</li> <li>• generating a range of options in response to workplace issues, for example, suggesting a range of alternatives for addressing a corrective action</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>• collecting, analysing and organising information, such as HACCP reports and testing results</li> <li>• using basic business processes for planning and organising, for example, preparation of on-plant audits</li> <li>• taking initiative and making decisions within workplace role for determining corrective actions</li> <li>• participating in continuous improvement and planning processes</li> <li>• determining or applying required resources, for example, establishing an audit schedule</li> <li>• managing time and priorities such as meeting report deadlines and completing audit processes</li> <li>• adapting resource allocations to cope with contingences, for example, staff shortages</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>• monitoring and evaluating own performance to ensure meat safety requirements are met</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 legislation or food safety standards</li> <li>• learning in a range of settings, such as through formal training or informally from other workers</li> <li>• learning new skills and techniques, for example, Refrigeration Index</li> <li>• managing own learning to ensure currency, for example, by attending technical workshops or through internet research</li> <li>• contributing to the learning of others through support of professional development or informal processes</li> <li>• applying a range of learning approaches appropriate to individual and situational requirements</li> </ul>

**EMPLOYABILITY SKILLS QUALIFICATION SUMMARY**

Technology	<ul style="list-style-type: none"> <li>• using technology, such as workplace machinery, computers and testing equipment</li> <li>• demonstrating skilled use of workplace technology</li> <li>• applying OH&amp;S requirements when using technology</li> <li>• applying technology as a management tool, for example, running production reports</li> </ul>
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**Packaging Rules****Packaging Rules**

Complete twelve units of competency in total

- complete all six core units of competency
- complete six elective units of competency.

Up to two units may be substituted with units selected from another Certificate IV qualification in this Training Package, or another Training Package or accredited course. The selected units must be relevant to the nominated meat processing job and must not duplicate units already contained in the qualification.

**Qualification structure**

<b>Core units</b>			
MTMCOR401C	Manage own work performance	MTMCOR404A	Facilitate hygiene and sanitation performance
MTMCOR402C	Facilitate Quality Assurance process	MTMPS415A	Conduct an internal audit of a documented program
MTMCOR403A	Participate in OH&S risk control process	MTMPSR413A	Participate in ongoing development and implementation of a HACCP and Quality Assurance system
<b>Elective units</b>			
MTMP401B	Utilise refrigeration index	MTMPSR408A	Specify beef product using AUS-MEAT language
MTMP402B	Implement a Meat Hygiene Assessment program	MTMPSR409A	Specify sheep product using AUS-MEAT language
MTMP403B	Oversee plant compliance	MTMPSR410A	Specify pork product using

	with the Australian Standards for meat processing		AUS-MEAT language
MTMP404B	Apply meat science	MTMPSR412A	Participate in product recall
MTMP405B	Conduct and validate pH/temperature declines to Meat Standards Australia standards	MTMPSR415A	Develop and implement work instructions and SOPs
MTMP406A	Develop and implement Quality Assurance program for a rendering plant	FDFAU4001A	Assess compliance with food safety programs
MTMPS414B	Monitor and overview the production of Uncooked Comminuted Fermented Meat	FDFAU4002A	Communicate and negotiate to conduct food safety audits
MTMPS416A	Conduct statistical analysis of process	FDFAU4003A	Conduct food safety audits
MTMPS417A	Manage/oversee an external audit of the establishment's quality system	FDFAU4004A	Identify, evaluate and control food safety hazards



## 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	MTMCOR202A Apply hygiene and sanitation practices MTMCOR403A Participate in OH&S risk control process