



Australian Government

Department of Education, Employment and Workplace Relations

MTMCOR201A Maintain personal equipment

Release: 1

MTMCOR201A Maintain personal equipment

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to maintain, clean and store personal equipment, including personal protective equipment (PPE).
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Application of the Unit

Application of the unit	This unit can be used as part of an induction of a worker to a meat processing establishment, smallgoods, retail premises or other meat establishment.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

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

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Maintain personal equipment	<p>1.1. Personal equipment is maintained to ensure manufacturer specifications are met, where relevant</p> <p>1.2. Occupational Health and Safety (OH&S), hygiene and sanitation, workplace and regulatory requirements are met</p>
2. Store personal equipment	<p>2.1. Appropriate maintenance is carried out for the equipment used.</p> <p>2.2. Personal equipment is stored in accordance with workplace and regulatory requirements.</p>
3. Clean personal equipment	<p>3.1. Personal equipment is cleaned to ensure that workplace requirements, OH&S, hygiene and sanitation requirements, and manufacturer's specifications are all met, where relevant.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- apply **communication** skills relevant to the task
- demonstrate the procedures for maintaining personal equipment
- check and prepare equipment in time for the start of work
- work effectively as an individual and as part of a team
- apply hygiene and sanitation, OH&S requirements in using, cleaning and storing personal equipment, including Personal Protective Equipment (PPE)
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- maintenance techniques for personal equipment
- relevant **work instructions, Standard Operating Procedures (SOPs) and reports**
- hygiene and sanitation, OH&S, workplace and regulatory requirements related to maintaining, cleaning and storing personal equipment
- manufacturer specifications for use, maintenance, cleaning and storage of personal

REQUIRED SKILLS AND KNOWLEDGE

equipment, where relevant

Evidence Guide

EVIDENCE GUIDE

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.

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 during the normal operations of a workplace.

Context of and specific resources for assessment

Competency must be assessed using the personal equipment issued to the individual.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- 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 or Torres Strait Islander, 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.

EVIDENCE GUIDE**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**

The range statement relates to the unit of competency as a whole.

Personal equipment may include:

- chains
- handsaws
- PPE
- pouches
- steels.

OH&S requirements may include:

- enterprise OHS policies, procedures and programs
- OHS legal requirements
- PPE:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - 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 and codes of practice.

Regulatory requirements may include:

- Export Control Act
- Federal, state and territory regulations regarding meat processing
- hygiene and sanitation requirements
- relevant Australian standards

RANGE STATEMENT	
	<ul style="list-style-type: none"> • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OHS requirements • quality assurance (QA) requirements • SOPs • the ability to perform the task to production requirements • work instructions.
<i>Communication</i> may:	<ul style="list-style-type: none"> • be spoken, written, non-verbal and include signs and signals • be with people from a range of cultural, social and ethnic backgrounds or with colleagues, superiors, customers, clients and external parties • require the interpretation of spoken or written instructions or diagrams.
<i>Work instructions, standard operating procedures and reports</i> may be:	<ul style="list-style-type: none"> • completed with the assistance of others • directly related to own tasks and duties • in English • in everyday workplace language, including some mathematical language • in languages other than English • presented in routine standard proformas using accurately copied information, symbols, numbers, abbreviations, sketches and codes • presented orally • provided visually (e.g. video, OH&S signs, symbols and other pictorial presentations) • routine, simple and brief.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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