



Australian Government

Department of Education, Employment and Workplace Relations

MTMPSR401C Coordinate contracts

Release: 1

MTMPSR401C Coordinate contracts

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to coordinate the production, packaging and transportation of products to contracted markets according to enterprise, customer and legal requirements, and is relevant for contracts in local, national and international markets. The effective coordination of contracts through all stages of the production and distribution chain gives the meat industry a high profile in the marketplace, with a reputation for quality products and customer service.
------------------------	---

Application of the Unit

Application of the unit	The breadth of this unit makes it particularly useful for small and micro businesses in the retail, meat processing, smallgoods manufacturing and food service areas. In a micro or small business one person would have responsibility for overseeing contract management.
--------------------------------	---

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
-----------------------------	--

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.
---	--

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Clarify characteristics of the client or market	1.1.Characteristics of the client or market are analysed. 1.2.Appropriate communication strategies are identified.
2. Confirm enterprise and contractual requirements	2.1.Market regulations, controls and requirements are identified. 2.2.Contractual requirements are analysed and checked against production schedule. 2.3.Negotiations with agents, representatives, brokers and clients are confirmed according to enterprise requirements and ethical standards. 2.4.Contingency plans are put in place.
3. Monitor production for clients and market	3.1. Supply of raw product and ingredients is negotiated and confirmed, according to market and enterprise requirements. 3.2.Production is scheduled to meet contract requirements. 3.3.Product specifications, including customer, market requirements and Quality Assurance (QA) requirements, are met. 3.4.Product is packaged to maintain quality of product and to meet customer and legal requirements.
4. Coordinate transportation of product	4.1.Transport, freight and storage is scheduled with carrier. 4.2. Documentation is accurately completed. 4.3.Insurance arrangements are confirmed.
5. Facilitate financial transactions	5.1.Costs, charges and payments are calculated accurately within enterprise policies and negotiated contracts. 5.2.Costs, charges and payments are calculated accurately and in appropriate currency. 5.3.Payments and receipts are monitored according to enterprise procedures.
6. Monitor contract coordination effectiveness	6.1.Performance against targets is assessed. 6.2.Recommendations for improvement are made.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- apply food safety and QA requirements as applicable
- apply problem-solving skills to resolve issues that impact on capacity to meet contractual obligations
- apply relevant *mathematical skills*
- calculate costs and prices for *local, national and international markets*, including the impacts of inter-market taxes, tariffs, duties, charges or exchange rates
- complete documentation accurately and on time
- work effectively as an individual and as part of a team
- use effective *communication* strategies, including cross cultural communication, to negotiate or confirm transactions in the market place e.g. new, distant and diverse markets
- determine implications for the enterprise of information relevant to the sale of meat and meat products in a local, national and international context (e.g. market regulations, agents' terms and conditions, etc)
- identify and apply relevant Occupational Health and Safety (*OH&S*), *regulatory* and *workplace requirements*
- identify and follow freight, insurance and banking procedures
- liaise, as required, with agents, representatives and brokers
- prepare schedules and coordinate supply, production, packaging and transshipment of product to meet contract specifications and deadlines.
- review enterprise operations and processes to meet regulatory requirements
- 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
- use appropriate *communication and information technology* to complete communication, scheduling, monitoring and reporting tasks as required

Required knowledge

Knowledge of:

- legislation, regulations and codes of practice that apply to the production, sale, *packaging and transport* of meat products in local, national or international markets including legislative requirements and regulations for meat and other ingredients
- standard documentation required for local, national or international trade
- product specifications and enterprise contractual obligations
- negotiation and communication strategies appropriate for use with government

REQUIRED SKILLS AND KNOWLEDGE

agencies and business clients

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 through sustained performance over time, at an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise.

Context of and specific resources for assessment

Resources may include:

- real work environment
- relevant documentation such as:
 - regulatory requirements
 - workplace policies and procedures
- relevant equipment and materials.

Method of assessment

Recommend methods of assessment include:

- assignment
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any

EVIDENCE GUIDE	
	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.
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>	
<i>Agents, representatives and brokers</i> may include:	<ul style="list-style-type: none"> • national or import and export forwarders, distributors, insurers, financiers, bankers, government agencies and departments.
<i>Supplies of raw product may include:</i>	<ul style="list-style-type: none"> • a range of species • carcass • carton meat • dry ingredients. •
Interstate and export <i>documentation</i> may include:	<ul style="list-style-type: none"> • certifications, permits, declarations, licences applying to product origin, product quality, product ingredients etc • insurance docketts • invoices • manifests, bills of lading, bills of exchange, bar codes, goods and container identification • packaging and labelling, tickets and product codes.
<i>Targets</i> , goals and performance measures may be:	<ul style="list-style-type: none"> • short, medium and long term and relate to operations, finances, human resources, marketing, customer service, resources and

RANGE STATEMENT	
	stock levels, productivity and profitability. Local, national and international targets may include sales, market penetration, share, quality and service targets.
Mathematical skills may relate to:	<ul style="list-style-type: none"> • exchange rates • import duties • levies • packaging and freight requirements • price • product and product quality • sales and turnover • taxes and fees.
Characteristics of local, national and international markets and clients may include:	<ul style="list-style-type: none"> • economic, political and physical environment • language, culture and customs • legislative frameworks.
Communication may:	<ul style="list-style-type: none"> • be conducted in person or using a range of technologies including telephone, fax, email, internet services, and video conferencing • be spoken, written, non-verbal and include the use of signs, signals, symbols and pictures • be with colleagues, team members, superiors, customers, clients, external parties from a range of cultural, social and ethnic backgrounds • involve preparation of explanations and reports which are presented in language styles suitable for the audience and acknowledge the communication requirements of the importing country • require reading and interpreting workplace documents such as status reports, plans and projections, technical manuals, industry journals, financial records, government notices, export documentation, licences, invoices, bills of exchange, etc.
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

RANGE STATEMENT	
	<ul style="list-style-type: none"> • 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.
<p>Regulatory requirements may include:</p>	<ul style="list-style-type: none"> • animal welfare • Australian Quarantine Information Service (AQIS) notices and circulars • Australian customs service requirements, e.g. Export Integration (EXIT), ELMER, harmonised tariff system • commercial law including fair trading, trade practices, import or export regulations • consumer law • corporate law, including registration, licensing, financial reporting • criteria for supply and processing of raw product or ingredient for export (inspection and certification of fresh product and ingredients) • environmental and waste management regulations • equal opportunity, anti-discrimination and sexual harassment regulations • Export Control Act • export licensing requirements • Export Meat Orders (EMOs) • food standards • importing country requirements • industrial awards, agreements • prescribed goods orders • relevant regulations • sales taxes and duties • federal, state and territory regulations

RANGE STATEMENT	
	<p>regarding meat processing</p> <ul style="list-style-type: none"> • taxation • Trade Practices Act.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise ethical standards, values and obligations • enterprise-specific procedures, policies and plans • hygiene and sanitation requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Communication and information technology</i> may:	<ul style="list-style-type: none"> • include: <ul style="list-style-type: none"> • computerised equipment • personal computers • calculators • online commercial transactions • telex • internet • databases • be used for: <ul style="list-style-type: none"> • compliance with regulations • confirmation of requirements • monitoring production and costs • preparation of quotes • research • scheduling • tracking consignments.
<i>Packaging and transport</i> conditions may include:	<ul style="list-style-type: none"> • carton product • chilled or frozen product • road trains, trucks and containers • shipping, rail, air freight containers • vacuum packaging etc.

Unit Sector(s)

Unit sector	
--------------------	--

Co-requisite units

Co-requisite units		

Competency field

Competency field	
-------------------------	--