



Australian Government

Department of Education, Employment and Workplace Relations

MTMR104C Prepare minced meat and minced meat products

Release: 1

MTMR104C Prepare minced meat and minced meat products

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to prepare minced meat and minced meat products to regulatory requirements.
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Application of the Unit

Application of the unit	This unit is applicable to boning rooms, smallgoods manufacturing and meat retail operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Clean and prepare processing equipment used in the preparation of <i>minced meat products</i>	1.1. Mincing equipment is prepared according to manufacturer's specifications and <i>workplace, Occupational Health and Safety (OH&S), and hygiene and sanitation requirements.</i> 1.2. Mincing equipment is cleaned according to manufacturer specifications, and workplace and OH&S requirements. 1.3. Mincing equipment is adjusted as required in accordance with manufacturer specifications and workplace, OH&S and hygiene requirements.
2. Mince <i>meat</i>	2.1. <i>Trimming</i> s are selected according to workplace policy. 2.2. Trimmings are cut to manufacturer specifications and workplace requirements to avoid blockages in mincer. 2.3. Trimmings are fed through mincer efficiently to avoid blockages and heat build-up. 2.4. Species are accurately identified. 2.5. Species are stored separately according to product description. 2.6. Product is maintained at correct temperature during processing. 2.7. Product is handled and stored at correct temperature and conditions.
3. Prepare minced meat products	3.1. Minced meat products are prepared according to regulatory, workplace, hygiene and OH&S requirements. 3.2. Ingredients are combined to workplace requirements. 3.3. <i>Fat content</i> is measured. 3.4. Meat is processed in preparation for forming to product specifications and <i>regulatory requirements.</i> 3.5. Product is formed to specifications and regulatory requirements. 3.6. Correct temperature of product is maintained during processing and handling. 3.7. Product is stored at correct temperature and conditions.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- activate mincing equipment to assess its readiness for operational use
- identify different species and categories of meat
- start-up and shut-down equipment when necessary according to manufacturer, workplace and OH&S, requirements
- operate a mincer to manufacturer, workplace, OH&S, and hygiene and sanitation requirements
- tighten front plate on mincer as required
- operate adjustment tools and equipment correctly
- interpret time and temperature measuring equipment
- accurately copy and record temperature, weights and time, according to workplace requirements
- clean mincer between species to avoid cross-contamination
- use tools and cleaning agents appropriate to the cleaning activity or manufacturer's specifications
- report faults and adjustments required either verbally or in writing according to workplace requirements
- work individually and as part of a team
- list minced meat products
- perform tasks according to OH&S, hygiene and regulatory requirements
- seek advice from appropriate sources when working with new products
- use relevant *communication skills*

Required knowledge

Knowledge of:

- conditions under which equipment may need adjusting
- fat content using chemical lean measures or visual lean estimation
- purpose and use of processing equipment used in making minced meat products
- temperature requirements for product
- purposes and processes for undertaking emergency stops, machine lockouts and isolation procedures
- procedure for cleaning equipment

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 over time and under typical operating and production conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace or in a simulated environment under normal operating conditions.

Method of assessment

Recommended methods of assessment include:

- verified work log or diary
- workplace project
- 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

EVIDENCE GUIDE	
	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>	
<p><i>Minced meat products</i> may include:</p>	<ul style="list-style-type: none"> • burgers • meat loaves • pin wheels • rissoles • sizzle sticks • steakettes.
<p><i>Workplace</i> requirements may include:</p>	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<p><i>OH&S</i> requirements may include:</p>	<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 • eye and facial protection • head-wear • lifting assistance

RANGE STATEMENT	
	<ul style="list-style-type: none"> • 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.
Hygiene and sanitation requirements may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
Meat may include:	<ul style="list-style-type: none"> • beef • chicken • game meat • lamb • mutton • pork • veal.
Trimmings may include:	<ul style="list-style-type: none"> • carton products • chilled or frozen product • single species offcuts.
Fat content may be measured by:	<ul style="list-style-type: none"> • chemical lean (CL) • visual estimation (VL).
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • federal and state regulations regarding meat processing and food handling • relevant Australian Standards • relevant regulations.
Communication skills may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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