



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **MTMS101C Handle materials and products**

**Release: 1**

## MTMS101C Handle materials and products

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit covers the skills and knowledge required to handle raw materials and products in a meat establishment.
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### Application of the Unit

<b>Application of the unit</b>	This unit is suitable for operators working under supervision in packing and storage areas of a smallgoods manufacturing plant.
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### Licensing/Regulatory Information

Not Applicable

### Pre-Requisites

<b>Prerequisite units</b>	Nil	

## Employability Skills Information

<b>Employability skills</b>	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. Handle <i>meat products</i>	1.1. Meat is identified according to labels. 1.2. Meat is handled and transferred in accordance with <i>workplace</i> and Occupational Health and Safety ( <i>OH&amp;S</i> ) requirements. 1.3. Meat is handled using safe manual handling techniques. 1.4. Meat product is handled hygienically according to <i>regulatory</i> and workplace requirements. 1.5. Meat product is <i>stored</i> according to workplace, regulatory, <i>hygiene and sanitation</i> and Quality Assurance (QA) requirements.
2. Handle materials (as appropriate)	2.1. Raw materials are handled in accordance with workplace, OH&S and hygiene requirements.
3. Maintain clean holding room	3.1. Holding room is cleaned to workplace, OH&S, hygiene and regulatory requirements.

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

Ability to:

- check work for accuracy
- work effectively as an individual and a member of a team, including with diverse individuals and groups
- identify problems and refer to the appropriate person for resolution
- use *communication* and *mathematical skills* appropriate to the task
- work at the level of speed and accuracy required by the enterprise

#### Required knowledge

Knowledge of:

- relevant workplace, OH&S and regulatory requirements

## 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 conditions for the enterprise.

#### Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Resources may include:

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

#### Method of assessment

Recommended methods of assessment include:

- workplace demonstration
- quiz, question and answer
- observation of performance over time.

<b>EVIDENCE GUIDE</b>	
	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.
<b>Guidance information for assessment</b>	A current list of resources for this Unit of Competency is available from MINTRAC <a href="http://www.mintrac.com.au">www.mintrac.com.au</a> or telephone 1800 817 462.

## Range Statement

<b>RANGE STATEMENT</b>	
<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>	
<b><i>Meat products</i></b> may include:	<ul style="list-style-type: none"> <li>• cooked meat products</li> <li>• cured meat products</li> <li>• raw meat products.</li> </ul>
<b><i>Workplace</i></b> requirements may include:	<ul style="list-style-type: none"> <li>• enterprise-specific requirements</li> <li>• OH&amp;S requirements</li> <li>• QA requirements</li> <li>• Standard Operating Procedures (SOPs)</li> <li>• the ability to perform the task to production requirements</li> <li>• work instructions.</li> </ul>
<b><i>OH&amp;S requirements</i></b> may include:	<ul style="list-style-type: none"> <li>• enterprise OH&amp;S policies, procedures and programs</li> <li>• OH&amp;S legal requirements</li> <li>• Personal Protective Equipment (PPE) which may include:               <ul style="list-style-type: none"> <li>• coats and aprons</li> <li>• ear plugs or muffs</li> </ul> </li> </ul>

<b>RANGE STATEMENT</b>	
	<ul style="list-style-type: none"> <li>• eye and facial protection</li> <li>• head-wear</li> <li>• lifting assistance</li> <li>• mesh aprons</li> <li>• protective boot covers</li> <li>• protective hand and arm covering</li> <li>• protective head and hair covering</li> <li>• uniforms</li> <li>• waterproof clothing</li> <li>• work, safety or waterproof footwear</li> <li>• requirements set out in standards and codes of practice.</li> </ul>
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> <li>• Export Control Act</li> <li>• federal and state regulations regarding meat processing</li> <li>• hygiene and sanitation requirements</li> <li>• relevant Australian Standards</li> <li>• relevant regulations.</li> </ul>
<i>Storage</i> facilities may include:	<ul style="list-style-type: none"> <li>• cool room</li> <li>• freezer</li> <li>• holding room</li> <li>• meat cabinets</li> <li>• temperature rooms.</li> </ul>
<i>Hygiene and sanitation</i> requirements may include:	<ul style="list-style-type: none"> <li>• relevant government regulations</li> <li>• workplace requirements.</li> </ul>
<i>Communication</i> skills include:	<ul style="list-style-type: none"> <li>• communicating with diverse individuals and groups</li> <li>• listening and understanding</li> <li>• reading and interpreting workplace-related documentation</li> <li>• speaking clearly and directly to ask questions, provide explanations and describe problems.</li> </ul>
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> <li>• calculation, estimation</li> <li>• collecting information from labels, dials, gauges.</li> </ul>

## Unit Sector(s)

<b>Unit sector</b>	
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### Co-requisite units

<b>Co-requisite units</b>		

### Competency field

<b>Competency field</b>	
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