



Australian Government

Department of Education, Employment and Workplace Relations

MTMS211B Manually shape and form product

Release: 1

MTMS211B Manually shape and form product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to manually shape and form products into a particular shape.
------------------------	---

Application of the Unit

Application of the unit	This unit is suitable for operators preparing boneless ham, bacon, salami, corned beef or any other product that is formed manually into a particular shape. Operators in smallgoods manufacturing and value-adding food services operations would use this unit.
--------------------------------	---

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

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. Select meat product	1.1. Meat product to be placed in casing is selected to <i>product specifications, hygiene and sanitation, workplace</i> and Quality Assurance (QA) requirements.
2. Fill <i>casings</i>	2.1. Appropriate casings and filling nozzle (where appropriate) are selected according to workplace requirements and product specifications. 2.2. Casings are filled to consistency required by product specifications, hygiene and sanitation, workplace and QA requirements. 2.3. Defective product is identified, removed and reported according to workplace requirements.
3. Operate metal detector	3.1. Metal detector is operated (where appropriate) to workplace requirements and manufacturer's specifications.
4. Form product	4.1. Product is shaped and formed according to product specifications, workplace, hygiene and sanitation, QA and customer requirements. 4.2. A variety of products is shaped and formed to production requirements.
5. Link or twist, clip and net product	5.1. Product is linked or twisted to meet product specifications. 5.2. <i>Clipping</i> is performed according to specifications. 5.3. Product is formed according to specifications. 5.4. Products are shaped and netted if required by product specifications. 5.5. Defective products are removed from production and reported according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

REQUIRED SKILLS AND KNOWLEDGE

- correctly fill a range of product lines in terms of:
 - casing
 - clips
 - length
 - tension
 - weight
- shape and form a range of products to product specifications, workplace, hygiene and sanitation, QA and customer requirements
- demonstrate operation, adjustments and actions of filling machine to address faults
- operate a metal detector if a detector is included in the operation
- identify, remove and rectify faulty product
- identify *defects in natural casings*
- clean *equipment* according to workplace requirements
- apply relevant *communication* and *mathematical skills*
- work effectively as an individual and as a member of a team
- *explain* filling to required product specifications for a variety of products
- apply relevant Occupational Health and Safety (*OH&S*) and *regulatory requirements*
- take corrective action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- work at required speed of production

Required knowledge

Knowledge of:

- hygiene requirements for forming products
- filling to required product specifications for a variety of products
- how and why products must be formed and shaped
- possible faults in skins and their effect on the product
- procedures for dealing with waste product and broken casings
- relevant 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 and production conditions for the enterprise.

At least two different products must be formed and/or shaped to specification.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Resources may include:

- casings, filling and forming equipment and product specifications materials
- manufacturer's specifications
- workplace environment.

Method of assessment

Recommended methods of assessment include:

- workplace demonstration

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • observation of performance over time • workplace referee report. <p>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.</p>
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>Product specifications</i> may include:	<ul style="list-style-type: none"> • consistency or firmness • shape • size • thickness • weight.
<i>Hygiene and sanitation</i> requirements may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<i>Workplace</i> requirements may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • QA requirements • Standard Operating Procedures • the ability to perform the task to production requirements • work instructions.

RANGE STATEMENT	
Casings may be:	<ul style="list-style-type: none"> • synthetic or natural skins.
Clipping may be:	<ul style="list-style-type: none"> • performed manually or semi-automatically • undertaken with or without a metal detector.
Defects in natural casings may include:	<ul style="list-style-type: none"> • contamination • webbing • whiskers • worm holes.
Equipment may include:	<ul style="list-style-type: none"> • nets • presses • moulds • cages • metal detectors.
Communication skills may include:	<ul style="list-style-type: none"> • asking questions • communication with diverse individuals and groups • listening and understanding • reading and interpreting workplace-related documentation • speaking clearly and directly.
Mathematical skills relate to own work and work area problem-solving and may involve:	<ul style="list-style-type: none"> • use of calculators and computer software packages • routine estimations and calculations using a range of specified formulas and procedures.
Explanations may be:	<ul style="list-style-type: none"> • directly related to own work and work area problem-solving • in response to questions to check listening and understanding • in everyday workplace language and include mathematical language and commonly used technical terms • presented orally or written on proformas.
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 • eye and facial protection

RANGE STATEMENT	
	<ul style="list-style-type: none"> • head-wear • lifting assistance • 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.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations.

Unit Sector(s)

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

Co-requisite units

Co-requisite units	

Competency field

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