



**Australian Government**

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

# **MTMS303B Fill casings**

**Release: 1**

## MTMS303B Fill casings

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit covers the skills and knowledge required to prepare and fill casings.
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### Application of the Unit

<b>Application of the unit</b>	This unit is suitable for operators working in smallgoods manufacturing establishments or value-adding, wholesaling and food services establishments.
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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. Prepare casings	<p>1.1. Casings are calibrated according to <b>product specifications</b> and <b>workplace requirements</b>.</p> <p>1.2. <b>Specifications of casings</b> are confirmed for each product.</p> <p>1.3. Casings are checked for <b>faults</b> according to workplace requirements.</p> <p>1.4. Casings are prepared as required according to workplace requirements.</p> <p>1.5. Casings are flushed thoroughly with clean water in accordance with workplace requirements.</p> <p>1.6. Casings are spooled or pulled into filling tube or nozzle in preparation for further processing.</p> <p>1.7. Correct quantity of casings is prepared in accordance with production specifications.</p> <p>1.8. Casings are prepared according to Occupational Health and Safety (<b>OH&amp;S</b>) and <b>hygiene and sanitation requirements</b>.</p> <p>1.9. Casings are stored according to manufacturer's specifications and hygiene requirements.</p>
2. Prepare filling machinery	<p>2.1. Requirements in preparation for start-up of filling machine are completed to workplace requirements.</p> <p>2.2. Machine requirements are set correctly.</p> <p>2.3. Start-up procedures are followed to workplace requirements.</p> <p>2.4. Filling materials are attached and changed to workplace requirements and product specifications.</p> <p>2.5. OH&amp;S, hygiene and sanitation requirements are followed.</p>
3. Fill casings	<p>3.1. Appropriate casings and filling nozzle are selected according to requirements and product specifications.</p> <p>3.2. Filler is loaded and casings are filled to consistency required by product specifications.</p> <p>3.3. Defective product is identified, removed and reported according to workplace requirements.</p>
4. Clean equipment	<p>4.1. Equipment is cleaned according to manufacturer's specifications and workplace requirements.</p>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

Ability to:

- identify casing size requirement according to product specifications
- identify casing size requirements for specific products in regard to length, weight and diameter
- prepare casings to product specifications and workplace procedures
- identify possible faults in natural and synthetic casings
- correctly fill a range of product lines in terms of:
  - casing
  - clips
  - length
  - tension
  - weight
- perform filling to required product specifications
- identify over-filled and under-filled products
- identify, remove and report defective product according to workplace procedures
- match clip size to casing
- apply relevant *communication* and *mathematical skills*
- work effectively in a range of situations as an individual and as a team member
- *describe* storage requirements of soaked casings carried over from production
- explain storage requirements of both natural and synthetic casings
- apply relevant *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

#### Required knowledge

Knowledge of:

- procedures followed to set up filling machine to correct specifications
- appropriate corrective action for:
  - casing breakages and bent nozzles
  - jammed clips or loops
  - poorly-printed casings
- storage requirements of soaked casings carried over from production
- filling yield of various sizes and types of casings
- purpose of each phase of casing preparation

**REQUIRED SKILLS AND KNOWLEDGE**

- possible faults in skins and explain their effect on the product
- relevant 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.

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

Assessment must occur in the workplace under normal production conditions.

Resources may include:

- filling equipment, casings
- manufacturer's instructions
- product specifications
- workplace environment
- workplace procedures.

#### Method of assessment

Recommended methods of assessment include:

- demonstration of casing preparation and filling
- quiz of underpinning knowledge
- workplace referee report 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>	
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.	
<b><i>Product specifications</i></b> may include:	<ul style="list-style-type: none"> <li>• colour</li> <li>• consistency and firmness</li> <li>• shape</li> <li>• size</li> <li>• thickness</li> <li>• weight.</li> </ul>
<b><i>Workplace requirements</i></b> may include:	<ul style="list-style-type: none"> <li>• enterprise-specific procedures</li> <li>• OH&amp;S requirements</li> <li>• Quality Assurance (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>Casing specifications</i></b> may include:	<ul style="list-style-type: none"> <li>• natural</li> <li>• synthetic.</li> </ul>
Possible casing <b><i>faults</i></b> may	<ul style="list-style-type: none"> <li>• breakage</li> </ul>



<b>RANGE STATEMENT</b>	
include:	<ul style="list-style-type: none"> <li>• contamination</li> <li>• fluctuations in diameter</li> <li>• incorrect label information</li> <li>• poor cleanliness</li> <li>• poor colour</li> <li>• tearing</li> <li>• thick ends</li> <li>• weakness</li> <li>• webbing</li> <li>• whiskers</li> <li>• worm holes</li> <li>• wrong diameter.</li> </ul>
<i>OH&amp;S</i> requirements 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> <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> </ul> </li> <li>• requirements set out in standards and codes of practice.</li> </ul>
<i>Hygiene and sanitation requirements</i> may include:	<ul style="list-style-type: none"> <li>• relevant government regulations</li> <li>• workplace requirements.</li> </ul>
<i>Communication</i> may include:	<ul style="list-style-type: none"> <li>• communicating and working with diverse individuals and groups</li> <li>• listening and understanding, speaking clearly and directly</li> <li>• reading and interpreting workplace-related communication.</li> </ul>

<b>RANGE STATEMENT</b>	
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> <li>• accurate recording of volume, weight and quantity in standard formats and proformas</li> <li>• interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc</li> <li>• percentages, comparisons, variations</li> <li>• routine estimations and calculations using a range of specified formulas and procedures.</li> </ul>
<i>Descriptions</i> may:	<ul style="list-style-type: none"> <li>• be in everyday workplace language including mathematical language and some commonly used technical terms</li> <li>• be presented in writing using standard formats, proformas, charts and diagrams</li> <li>• be presented orally</li> <li>• include mathematical and other information from several sources.</li> </ul>
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> <li>• Export Control Act</li> <li>• federal, state and territory regulations regarding meat processing</li> <li>• hygiene and sanitation requirements</li> <li>• relevant Australian Standards</li> <li>• relevant regulations.</li> </ul>

### Unit Sector(s)

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

<b>Co-requisite units</b>		

## Competency field

Competency field	
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