



Australian Government

Department of Education, Employment and Workplace Relations

MTMSR204C Despatch meat product

Release: 1

MTMSR204C Despatch meat product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to place orders at a despatch point and load into transportation.
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Application of the Unit

Application of the unit	This unit is suitable for use in loadout for smallgoods manufacturing establishments and in meat establishments which deliver meat and meat product to customers including restaurants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

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. Arrange and consolidate orders	1.1.Orders picked from separate areas are consolidated. 1.2.Products and/or batches are placed in correct despatch area. 1.3.Information about despatch scheduling requirements is acquired. 1.4.Products are arranged and secured. 1.5.Product is stored in despatch area according to schedule. 1.6.Correct methods for efficient and safe loading are used.
2. Loadout product	2.1.Product is transported to loadout according to Occupational Health and Safety (<i>OH&S</i>), <i>hygiene and sanitation</i> , Quality Assurance (QA) and <i>workplace requirements</i> . 2.2.Product is loaded according to OH&S, hygiene, QA and workplace production requirements. 2.3.Products are documented and <i>recorded</i> according to workplace and production requirements. 2.4.Product loadout is completed according to OH&S, QA, and workplace requirements.
3. Maintain clean holding rooms	3.1.Holding rooms are maintained to workplace, <i>regulatory</i> , and hygiene and sanitation requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- identify species and various meat products for storage
- handle product according to hygiene requirements
- monitor refrigerated temperature on a regular basis
- rotate stock
- apply relevant *communication* and *mathematical skills*
- arrange and consolidate orders to customer and workplace requirements

REQUIRED SKILLS AND KNOWLEDGE

- work effectively as an individual and as part of a team
- record information accurately and legibly
- seek advice where necessary from relevant sources when working with new products, technology or changes in work practices
- 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 correct manual handling techniques for transferring product to storage facilities

Required knowledge

- storage requirements for products
- recording procedures for loadout of product
- regulatory requirements related to storage and handling of product
- temperatures for storage of meat products
- workplace requirements for despatch of meat
- appropriate storage facilities for individual products

Evidence Guide

EVIDENCE GUIDE	
<p>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.</p>	
<p>Overview of assessment</p>	<p>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.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>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.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated under conditions similar to the speed of production and within the parameters of the role and responsibilities.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal enterprise or production conditions or in a simulated environment.</p> <p>Resources may include:</p> <ul style="list-style-type: none"> • enterprise inventory and despatch systems, access to product holding and loadout areas, orders • workplace environment.
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time.

EVIDENCE GUIDE	
	Assessment practices should take into account any relevant language or cultural issues related to Aboriginality and 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>	
<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 • 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.

RANGE STATEMENT	
Hygiene and sanitation requirements may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
Recording of loadout documentation may be:	<ul style="list-style-type: none"> • manual or electronic.
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • regulations and legislation pertaining to the storage of product types • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
Communication skills may include:	<ul style="list-style-type: none"> • communicating with people from a range of cultural, social and ethnic backgrounds • listening and understanding • reading and interpreting workplace-related documentation • speaking clearly and directly.
Mathematical skills may include:	<ul style="list-style-type: none"> • routine estimation and calculation • percentages • comparisons • variations • use of calculators.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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