National Training Package

MTM00 Australian Meat Industry

VOLUME FIVE

Certificates I – III
Meat Processing
Smallgoods Sector

This volume must be read in conjunction with the National Training Package, MTM00 Australian Meat Industry, Volume One: Policy incorporating assessment guidelines.

Related volumes are:

Qualifications in this volume:
- MTM10100 Certificate I Meat Processing (Smallgoods)
- MTM20200 Certificate II Meat Processing (Smallgoods)
- MTM30700 Certificate III Meat Processing (Smallgoods)

Endorsed by the National Training Quality Council and agreed by Ministers November 2000.
This Training Package is to be reviewed by November 2003.
This Training Package has been produced on behalf of the national training system. It was funded under National Programmes administered by the Department of Education Science & Training until 25 August 2005 and subsequently by the Commonwealth of Australia from that date.

© Commonwealth of Australia 2006

This work is Copyright.

It may be reproduced in whole or in part for study or training purposes, subject to the inclusion of an acknowledgement of the source and it is not used for commercial use or sale. Reproduction for purposes other than those indicated above requires the prior written permission from the Commonwealth. Requests and enquiries concerning reproduction and copyright should be addressed to:

Branch Manager
Technology and Information Services Branch
Industry Skills Development Group
Department of Education, Science and Training
GPO Box 9880
CANBERRA CITY ACT 2601

This work is the result of wide consultations with Australian industry participants. It is a collaborative view and does not necessarily represent the view of the Commonwealth or any specific body. For the sake of brevity it may omit factors which could be pertinent in particular cases.

While care has been taken in the preparation of this Training Package, the Commonwealth and the original developer do not warrant that any licensing or registration requirements specified here are either complete or up-to-date for your State or Territory. The Commonwealth and the original developer do not accept any liability for any damage or loss (including indirect and consequential loss) incurred by any person as a result of relying on the information contained in this Training Package.

This Training Package should not be regarded as professional advice and it should not be relied upon in any important matter without obtaining appropriate advice relevant to your circumstances.

Published by: Australian Training Products Ltd
PO Box 12211
MELBOURNE VIC 8006
Level 25 150 Lonsdale St
MELBOURNE VIC 3000
Telephone: (03) 9655 0600
Facsimile: (03) 9639 4684
E-mail: sales@atpl.net.au
Website: http://www.atpl.net.au

First published: August 1999
Stock Code Number: ATP12064D
ISBN: 0 642 80569 5
Printed by: Document Printing Australia
AEShareNet Code: FjE
Print Version No: 2.0
Release Date: April, 2006
**Important**

Training Packages are living documents. Changes are periodically made to reflect the latest industry practices.

As a user of the Training Package, and before commencing any form of training or assessment, you must ensure delivery is from the **current version**.

Ensure you are complying with this requirement by:

- checking the version identifier code of the version you currently have (located on the imprint page, just below the copyright statement)
- accessing the Australian Training Products (ATP) website and comparing the version identifier. This information is displayed in the first few pages of the Training Package.

Where the ATP website shows a different version, the Modification History, again shown on the ATP website in the first few pages of the Training Package, will display the changes made in versions. ATP website for version comparison: [http://www.atpl.net.au](http://www.atpl.net.au)

Changes in units of competency and packaging of qualifications are reflected on the **National Training Information Service** which displays only current information: [http://www.ntis.gov.au](http://www.ntis.gov.au)
Table of contents

Introduction 1
Summary of qualifications for abattoirs and food services sectors ................................................................. 1
Overview of the meat processing smallgoods structure ................................................................................... 2
Overview of meat processing qualifications .................................................................................................... 3

SECTION 1 The Meat Processing Standards Structure for the Smallgoods Sector 5
MTM10100 Certificate I Meat Processing (Smallgoods) .......................................................... 7
MTM20200 Certificate II Meat Processing (Smallgoods) .......................................................... 8
MTM30700 Certificate III Meat Processing (Smallgoods) .......................................................... 9
MTM40300 Certificate IV Meat Processing (Quality Assurance) ................................................. 10
MTM40100 Certificate IV Meat Processing (Leadership) .......................................................... 12
MTM50100 Diploma of Meat Processing .................................................................................. 13

SECTION 2 The Minimum Requirements for Meat Processing Smallgoods Qualifications 15
MTM10100 Certificate I Meat Processing (Smallgoods) .......................................................... 17
MTM20200 Certificate II Meat Processing (Smallgoods) .......................................................... 18
MTM30700 Certificate III Meat Processing (Smallgoods) .......................................................... 19
PML30199 Certificate III Laboratory Skills .................................................................................. 20
MTM40300 Certificate IV Meat Processing (Quality Assurance) ................................................. 21
MTM40100 Certificate IV Meat Processing (Leadership) .......................................................... 22
MTM50100 Diploma of Meat Processing .................................................................................. 23
MTM60100 Advanced Diploma of Meat Processing ........................................................................ 24

SECTION 3 Model Training Programs 25
MTM40100 Certificate IV Meat Processing (Leadership) .......................................................... 27
MTM50100 Diploma of Meat Processing .................................................................................. 29
MTM60100 Advanced Diploma of Meat Processing ........................................................................ 32

SECTION 4 The Meat Processing Smallgoods Units of Competency 37
What are Competency Standards? ................................................................................................................ 39
Coding of units of competence .................................................................................................................... 42
Integration of the key competencies within training packages .................................................................. 43
Units of competency ........................................................................................................................................ 47
Introduction

Overview of document

Section 1: The Meat Processing Standards Structure for the Smallgoods Sector
Section 2: The Minimum Requirements for Meat Processing (Smallgoods) Qualifications
Section 3: Model Training Programs
Section 4: The Meat Processing (Smallgoods) Units of Competency

Summary of qualifications for the smallgoods sector

<table>
<thead>
<tr>
<th>National qualification code</th>
<th>National qualification title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AQF1</td>
<td></td>
</tr>
<tr>
<td>MTM10100</td>
<td>Certificate I Meat Processing (Smallgoods)</td>
</tr>
<tr>
<td>AQF2</td>
<td></td>
</tr>
<tr>
<td>MTM20200</td>
<td>Certificate II Meat Processing (Smallgoods)</td>
</tr>
<tr>
<td>AQF3</td>
<td></td>
</tr>
<tr>
<td>MTM30700</td>
<td>Certificate III Meat Processing (Smallgoods)</td>
</tr>
<tr>
<td>PML30199</td>
<td>Certificate III Laboratory Skills</td>
</tr>
<tr>
<td>AQF4</td>
<td></td>
</tr>
<tr>
<td>MTM40100</td>
<td>Certificate IV Meat Processing (Leadership)</td>
</tr>
<tr>
<td>MTM40300</td>
<td>Certificate IV Meat Processing (Quality Assurance)</td>
</tr>
<tr>
<td>AQF5</td>
<td></td>
</tr>
<tr>
<td>MTM50100</td>
<td>Diploma of Meat Processing</td>
</tr>
<tr>
<td>AQF6</td>
<td></td>
</tr>
<tr>
<td>MTM60100</td>
<td>Advanced Diploma of Meat Processing</td>
</tr>
</tbody>
</table>
Overview of the meat processing smallgoods structure

This diagram shows the streams available in the smallgoods sectors.
## Overview of meat processing qualifications

This diagram shows the qualifications available for each sector.

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Abattoirs</th>
<th>Smallgoods</th>
<th>Food Services</th>
<th>Meat Retailing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate I</td>
<td>MTM10100 Smallgoods</td>
<td>MTM10200 Meat Retailing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate II</td>
<td>MTM20100 Abattoirs</td>
<td>MTM20200 Smallgoods</td>
<td>MTM20400 Food Services</td>
<td>MTM20300 Meat Retailing</td>
</tr>
<tr>
<td>Certificate III</td>
<td>MTM30100 Boning</td>
<td>MTM30700 Smallgoods</td>
<td>MTM30200 Food Services</td>
<td>MTM30800 Meat Retailing</td>
</tr>
<tr>
<td></td>
<td>MTM30300 Meat Safety</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTM30400 Rendering</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTM30500 Slaughtering</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTM30600 General</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate IV</td>
<td>MTM40100 Leadership</td>
<td>MTM40100 Leadership</td>
<td>MTM40100 Leadership</td>
<td>MTM40100 Leadership</td>
</tr>
<tr>
<td></td>
<td>MTM40200 Meat Safety</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTM40300 Quality Assurance</td>
<td>MTM40300 Quality Assurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diploma</td>
<td>MTM50100 Meat Processing</td>
<td>MTM50100 Meat Processing</td>
<td>MTM50100 Meat Processing</td>
<td>MTM50200 Meat Retailing</td>
</tr>
<tr>
<td>Advanced Diploma</td>
<td>MTM60100 Meat Processing</td>
<td>MTM60100 Meat Processing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SECTION 1

The Meat Processing Standards Structure for the Smallgoods Sector

This section shows:
- compulsory core units
- technical units
- packaging requirements for qualifications.
MTM10100 Certificate I Meat Processing (Smallgoods)

Standards structure

<table>
<thead>
<tr>
<th>AQF</th>
<th>Compulsory core units</th>
<th>Technical units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MTMMP2B Apply hygiene and sanitation practices</td>
<td>MTMS101A Handle materials and products</td>
</tr>
<tr>
<td></td>
<td>MTMMP3B Apply quality assurance practices</td>
<td>MTMS102A Pack smallgoods product</td>
</tr>
<tr>
<td></td>
<td>MTMMP4B Follow safe work policies and procedures</td>
<td>MTMPS201A Clean work area during operations</td>
</tr>
<tr>
<td></td>
<td>MTMMP5B Communicate in the workplace</td>
<td>FDOPT1RM1A Conduct minor routine preventative maintenance</td>
</tr>
<tr>
<td></td>
<td>MTMMP6B Overview the meat industry</td>
<td>TDF897B Provide first aid in the workplace</td>
</tr>
<tr>
<td></td>
<td>MTMS2B Apply mathematical concepts</td>
<td></td>
</tr>
</tbody>
</table>

Qualifications requirements

MTM10100 Certificate I Meat Processing (Smallgoods)

Complete 8 units in total.
Complete all 6 units from compulsory core.
Select 2 units from the technical units.
# MTM20200 Certificate II Meat Processing (Smallgoods)

## Standards structure

<table>
<thead>
<tr>
<th>AQF</th>
<th>Technical units</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTM14B Prepare dry ingredients</td>
</tr>
<tr>
<td></td>
<td>MTM201A Blend meat product *</td>
</tr>
<tr>
<td></td>
<td>MTM202A Prepare and fill casings *</td>
</tr>
<tr>
<td></td>
<td>MTM203A Shape and form product *</td>
</tr>
<tr>
<td></td>
<td>MTM19B Link and tie product *</td>
</tr>
<tr>
<td></td>
<td>MTM204A Slice product</td>
</tr>
<tr>
<td></td>
<td>MTM208A Operate metal detection unit</td>
</tr>
<tr>
<td></td>
<td>MTM20B Prepare packaging line</td>
</tr>
<tr>
<td></td>
<td>MTMPSR201A Vacuum pack product</td>
</tr>
<tr>
<td></td>
<td>MTM205A Package product using thermoform process</td>
</tr>
<tr>
<td></td>
<td>MTM206A Package product using gas flushing process</td>
</tr>
<tr>
<td></td>
<td>MTMSR203A Package product using automatic packaging and labelling equipment</td>
</tr>
<tr>
<td></td>
<td>MTMPS203A Operate scales and semi-automatic labelling machinery</td>
</tr>
<tr>
<td></td>
<td>MTM207A Operate bar and coder systems</td>
</tr>
</tbody>
</table>

* Compulsory units if proceeding to Certificate III.

## Qualifications requirements

**MTM20200 Certificate II Meat Processing (Smallgoods)**

Complete requirements for Certificate I.
Complete a minimum of 6 units from the technical units.

*Note: 4 units are compulsory if proceeding to Certificate III.*

One unit of competency may be brought down from AQF3 and used for a qualification at AQF2.
# MTM30700 Certificate III Meat Processing (Smallgoods)

## Standards structure

<table>
<thead>
<tr>
<th>AQF</th>
<th>Technical units</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>MTMS32B Sort meat *</td>
</tr>
<tr>
<td></td>
<td>MTMS33B Batch meat *</td>
</tr>
<tr>
<td></td>
<td>MTMS34B Prepare product formulations *</td>
</tr>
<tr>
<td></td>
<td>MTMS35B Operate silent/bowl cutter to produce specified products</td>
</tr>
<tr>
<td></td>
<td>MTMPSR301A Cure and corn product</td>
</tr>
<tr>
<td></td>
<td>MTMS37B Cook/steam product *</td>
</tr>
<tr>
<td></td>
<td>MTMS38B Smoke product *</td>
</tr>
<tr>
<td></td>
<td>MTMS39B Ferment and mature product</td>
</tr>
<tr>
<td></td>
<td>THHADCC01A Prepare pates and terrines</td>
</tr>
<tr>
<td></td>
<td>BSZ404A Train small groups</td>
</tr>
<tr>
<td></td>
<td>MTMSR301A Break carcase into primal cuts</td>
</tr>
<tr>
<td></td>
<td>MTMSR302A Prepare primal cuts</td>
</tr>
<tr>
<td></td>
<td>MTMMP67B Assess product in chillers</td>
</tr>
<tr>
<td></td>
<td>MTMMP66B Specify pork product using AUS-MEAT language</td>
</tr>
<tr>
<td></td>
<td>MTMMP64B Specify beef product using AUS-MEAT language</td>
</tr>
<tr>
<td></td>
<td>PMLTEAM300A Work efficiently as part of a team</td>
</tr>
<tr>
<td></td>
<td>FDFOPTNUM3A Calculate and present statistical data</td>
</tr>
<tr>
<td></td>
<td>FDFOPTRM3A Diagnose and rectify equipment faults</td>
</tr>
<tr>
<td></td>
<td>PMLORG300A Follow established work plan</td>
</tr>
<tr>
<td></td>
<td>PMLSAMP300A Handle and transport samples</td>
</tr>
<tr>
<td></td>
<td>PMLTEST300A Perform basic tests</td>
</tr>
<tr>
<td></td>
<td>PMLTEST302A Calibrate testing equipment and assist with maintenance</td>
</tr>
<tr>
<td></td>
<td>PMLDATA300A Process and record data</td>
</tr>
<tr>
<td></td>
<td>PMLSAMP400A Obtain representative samples in accordance with sampling plan</td>
</tr>
</tbody>
</table>

* Compulsory units for qualification.

## Qualifications requirements

MTM30700 Certificate III Meat Processing (Smallgoods)

Complete requirements for Certificates I and II.
Complete a minimum of 8 units from the technical units.
All asterisked (*) units must be completed for the qualification.
### Standards structure

<table>
<thead>
<tr>
<th>AQF</th>
<th>Compulsory core units</th>
<th>Technical units</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Quality Assurance</th>
<th>Leadership</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTMMP70B</td>
<td>Participate in OH&amp;S risk control process</td>
<td>BSX023/04A Address customer requirements</td>
</tr>
<tr>
<td>MTMMP72B</td>
<td>Facilitate hygiene and sanitation performance</td>
<td>BSX023/05A Manage business operations</td>
</tr>
<tr>
<td>MTMMP73B</td>
<td>Facilitate quality assurance process</td>
<td>BSX023/06A Manage self and staff</td>
</tr>
<tr>
<td>MTMCOR401A</td>
<td>Manage own work performance</td>
<td>MTMPSR401A Coordinate contracts</td>
</tr>
<tr>
<td>MTMMP90B</td>
<td>Manage/oversee an external audit of the establishment’s quality system</td>
<td>MTMPSR402A Prepare and evaluate resource proposals</td>
</tr>
<tr>
<td>MTMP76B</td>
<td>Conduct statistical analysis of process *</td>
<td>MTMPSR403A Facilitate achievement of enterprise environmental policies and goals</td>
</tr>
<tr>
<td>MTMP77B</td>
<td>Participate in product recall *</td>
<td>MTMPSR404A Foster a learning culture in a meat enterprise</td>
</tr>
<tr>
<td>MTMP78B</td>
<td>Conduct an internal audit of a quality system *</td>
<td>MTMPSR405A Build productive and effective workplace relationships</td>
</tr>
<tr>
<td>MTMP79B</td>
<td>Participate in ongoing development &amp; implementation of a HACCP &amp; QA system *</td>
<td>MTMPSR406A Manage and maintain a food safety plan</td>
</tr>
<tr>
<td>MTMP90B</td>
<td>Manage/oversee an external audit of the establishment’s quality system *</td>
<td>WRRF.4A Prepare payroll</td>
</tr>
<tr>
<td>MTMP413A</td>
<td>Conduct external audit of a quality assurance system</td>
<td>WRR1.4A Buy merchandise</td>
</tr>
<tr>
<td>MTMP401A</td>
<td>Utilise refrigeration Index</td>
<td>WRRO.5A Control inventory</td>
</tr>
<tr>
<td>MTMP402A</td>
<td>Implement a meat hygiene assessment program</td>
<td>THHIGLE13A Manage finances within a budget</td>
</tr>
<tr>
<td>MTMP403A</td>
<td>Oversee plant compliance with the Australian Standards for meat processing +</td>
<td>FDFCORWP4A Manage workplace information</td>
</tr>
<tr>
<td>MTMP414A</td>
<td>Monitor and overview the production in Uncooked Comminuted Fermented Meat</td>
<td>MTMMP99B Lead communication in the workplace</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BSXFMI402A Provide leadership in the workplace</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BSXFMI404A Participate in, lead and facilitate work teams</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BSXFMI405A Manage operations to achieve planned outcomes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BSXFMI407A Manage quality customer service</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BSXFMI409A Implement and monitor continuous improvements to systems and processes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BSXFMI410A Facilitate and capitalise on change and innovation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BSZ401A Plan assessment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BSZ402A Conduct assessment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BSZ403A Review assessment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MTMP407A Supervise new recruits.</td>
</tr>
</tbody>
</table>

* Compulsory units for qualification in quality assurance.
Qualifications requirements

Complete all 6 compulsory core units at Certificate I and all 4 compulsory core units at Certificate IV. In addition you must meet the requirements for one of the following qualifications:

MTM40300 Certificate IV Meat Processing (Quality Assurance)
Complete 8 units in total; 5 asterisked (*) Quality Assurance technical units and another 3 units from anywhere in the technical units at Certificate IV.

*Note: Certificate II or Certificate III is an entry requirement for this qualification.

OR

MTM40100 Certificate IV Meat Processing (Leadership)
Select 8 units from the Leadership technical units.

*Note: One of the 8 units may be selected from this or any other training package at AQF4 or AQF5.
MTM50100 Diploma of Meat Processing

Standards structure

<table>
<thead>
<tr>
<th>AQF</th>
<th>Technical units</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>MTMPS5601A</td>
<td>Assess and purchase livestock</td>
</tr>
<tr>
<td>MTMPS5602A</td>
<td>Analyse and develop enterprise systems for new opportunities</td>
</tr>
<tr>
<td>MTMPS5603A</td>
<td>Develop, manage and maintain quality systems</td>
</tr>
<tr>
<td>MTMPS5604A</td>
<td>Manage maintenance systems</td>
</tr>
<tr>
<td>MTMPS5605A</td>
<td>Manage utilities and energy</td>
</tr>
<tr>
<td>MTMPS5606A</td>
<td>Benchmark enterprise performance</td>
</tr>
<tr>
<td>MTMPS5607A</td>
<td>Manage and improve meat industry plant operations</td>
</tr>
<tr>
<td>MTMPS5608A</td>
<td>Manage environmental impacts of meat processing operations</td>
</tr>
<tr>
<td>MTMPS5609A</td>
<td>Manage, maintain and continuously improve occupational health and safety plans and systems</td>
</tr>
<tr>
<td>MTMPS5610A</td>
<td>Manage transportation of meat, meat products and meat by-products</td>
</tr>
<tr>
<td>CHCORG11A</td>
<td>Lead and develop others</td>
</tr>
<tr>
<td>PSPHR604A</td>
<td>Manage employee relations strategies and plans</td>
</tr>
<tr>
<td>PMLORG602A</td>
<td>Manage complex projects</td>
</tr>
<tr>
<td>FDFOPTFP5A</td>
<td>Manage financial planning and performance to achieve business plans</td>
</tr>
<tr>
<td>MTMPSR5601A</td>
<td>Design and manage the food safety system</td>
</tr>
<tr>
<td>MTMPSR5602A</td>
<td>Manage meat processing systems for meat and meat product quality</td>
</tr>
<tr>
<td>MTMPSR5603A</td>
<td>Control cold chain (refrigeration) operations</td>
</tr>
<tr>
<td>MTMPSR5604A</td>
<td>Manage new product/process development</td>
</tr>
<tr>
<td>MTMPSR5605A</td>
<td>Establish new markets</td>
</tr>
<tr>
<td>MTMPSR5606A</td>
<td>Monitor legal requirements and business compliance</td>
</tr>
</tbody>
</table>

Qualifications requirements

MTM50100 Diploma of Meat Processing

Complete all 4 compulsory core units at Certificate IV.
Complete 6 technical units from the Diploma of Meat Processing units.

Note: Candidates may substitute one unit from this qualification with one unit from this or any other training package at AQF5 or AQF6.
MTM60100 Advanced Diploma of Meat Processing

Standards structure

<table>
<thead>
<tr>
<th>AQF</th>
<th>Technical units</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td></td>
</tr>
<tr>
<td>MTMPS5601A</td>
<td>Assess and purchase livestock</td>
</tr>
<tr>
<td>MTMPS5602A</td>
<td>Analyse and develop enterprise systems for new opportunities</td>
</tr>
<tr>
<td>MTMPS5603A</td>
<td>Develop, manage and maintain quality systems</td>
</tr>
<tr>
<td>MTMPS5604A</td>
<td>Manage maintenance systems</td>
</tr>
<tr>
<td>MTMPS5605A</td>
<td>Manage utilities and energy</td>
</tr>
<tr>
<td>MTMPS5606A</td>
<td>Benchmark enterprise performance</td>
</tr>
<tr>
<td>MTMPS5607A</td>
<td>Manage and improve meat industry plant operations</td>
</tr>
<tr>
<td>MTMPS5608A</td>
<td>Manage environmental impacts of meat processing operations</td>
</tr>
<tr>
<td>MTMPS5609A</td>
<td>Manage, maintain and continuously improve occupational health and safety plans and systems</td>
</tr>
<tr>
<td>MTMPS5610A</td>
<td>Manage transportation of meat, meat products and meat by-products</td>
</tr>
<tr>
<td>CHCORG11A</td>
<td>Lead and develop others</td>
</tr>
<tr>
<td>PSPHR604A</td>
<td>Manage employee relations strategies and plans</td>
</tr>
<tr>
<td>PMLORG602A</td>
<td>Manage complex projects</td>
</tr>
<tr>
<td>FDFOPTFP5A</td>
<td>Manage financial planning and performance to achieve business plans</td>
</tr>
<tr>
<td>MTMPSR5601A</td>
<td>Design and manage the food safety system</td>
</tr>
<tr>
<td>MTMPSR5602A</td>
<td>Manage meat processing systems for meat and meat product quality</td>
</tr>
<tr>
<td>MTMPSR5603A</td>
<td>Control cold chain (refrigeration) operations</td>
</tr>
<tr>
<td>MTMPSR5604A</td>
<td>Manage new product/process development</td>
</tr>
<tr>
<td>MTMPSR5605A</td>
<td>Establish new markets</td>
</tr>
<tr>
<td>MTMPSR5606A</td>
<td>Monitor legal requirements and business compliance</td>
</tr>
</tbody>
</table>

Qualifications requirements

MTM60100 Advanced Diploma of Meat Processing

Complete the requirements for the Diploma of Meat Processing and 4 additional units from the technical units above.

*Note: Candidates may substitute one unit from this qualification with one unit from this or any other training package at AQF5 or AQF6.*
SECTION 2

The Minimum Requirements for Meat Processing Smallgoods Qualifications

This section shows:
- the pathway requirements for the qualification.
MTM10100 Certificate I Meat Processing (Smallgoods)

Minimum requirements

<table>
<thead>
<tr>
<th>Compulsory core units Certificate I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete all 6 compulsory core units.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technical units Certificate I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select 2 units from the following.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTMS101A</td>
<td>Handle materials and products</td>
</tr>
<tr>
<td>MTMS102A</td>
<td>Pack smallgoods product</td>
</tr>
<tr>
<td>MTMSP201A</td>
<td>Clean work area during operations</td>
</tr>
<tr>
<td>FDFOPTRM1A</td>
<td>Conduct minor routine preventative maintenance</td>
</tr>
<tr>
<td>TDTF897B</td>
<td>Provide first aid in the workplace</td>
</tr>
</tbody>
</table>
MTM20200 Certificate II Meat Processing (Smallgoods)

Minimum requirements

Meat Processing (Smallgoods) Certificate I

Complete requirements for qualification.

+  

Technical units Certificate II

Select a minimum of 6 units from the following.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTMS14B</td>
<td>Prepare dry ingredients</td>
</tr>
<tr>
<td>MTMS201A</td>
<td>Blend meat product *</td>
</tr>
<tr>
<td>MTMS202A</td>
<td>Prepare and fill casings *</td>
</tr>
<tr>
<td>MTMS203A</td>
<td>Shape and form product *</td>
</tr>
<tr>
<td>MTMS19B</td>
<td>Link and tie product *</td>
</tr>
<tr>
<td>MTMS208A</td>
<td>Operate metal detection unit</td>
</tr>
<tr>
<td>MTMS204A</td>
<td>Slice product</td>
</tr>
<tr>
<td>MTMS20B</td>
<td>Prepare packaging line</td>
</tr>
<tr>
<td>MTMPSR201A</td>
<td>Vacuum pack product</td>
</tr>
<tr>
<td>MTMS205A</td>
<td>Package product using thermoform process</td>
</tr>
<tr>
<td>MTMS206A</td>
<td>Package product using gas flushing process</td>
</tr>
<tr>
<td>MTMSR203A</td>
<td>Package product using automatic packaging and labelling equipment</td>
</tr>
<tr>
<td>MTMPS203A</td>
<td>Operate scales and semi-automatic labelling machinery</td>
</tr>
<tr>
<td>MTMS207A</td>
<td>Operate bar and coder systems</td>
</tr>
<tr>
<td>MTMS209A</td>
<td>Rotate stored meat and meat product</td>
</tr>
<tr>
<td>MTMPS202A</td>
<td>Re-inspect boneless meat</td>
</tr>
<tr>
<td>MTMSR204A</td>
<td>Despatch meat product</td>
</tr>
<tr>
<td>MTMMP11B</td>
<td>Sharpen knives</td>
</tr>
<tr>
<td>MTMSR201A</td>
<td>Prepare and slice meat cuts</td>
</tr>
<tr>
<td>MTMSR202A</td>
<td>Trim meat to specifications</td>
</tr>
<tr>
<td>MTMPS204A</td>
<td>Maintain production records</td>
</tr>
<tr>
<td>MTMPS205A</td>
<td>Clean chillers</td>
</tr>
<tr>
<td>PMCCOR102A</td>
<td>Clean plant and equipment</td>
</tr>
<tr>
<td>FDFOPTRM2A</td>
<td>Conduct routine preventative maintenance</td>
</tr>
<tr>
<td>TTD1097A</td>
<td>Operate a forklift</td>
</tr>
<tr>
<td>MTMPS206A</td>
<td>Operate forklift in specific workplace</td>
</tr>
<tr>
<td>BSATEC203A</td>
<td>Operate a computer to produce simple documents</td>
</tr>
<tr>
<td>FDFOPTNUM2A</td>
<td>Measure and calculate routine workplace data</td>
</tr>
</tbody>
</table>

* Compulsory units if proceeding to Certificate III.

Note: One unit of competency may be brought down from Certificate III and used at Certificate II.
MTM30700 Certificate III Meat Processing (Smallgoods)

Minimum requirements

<table>
<thead>
<tr>
<th>Meat Processing (Smallgoods) Certificate I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete requirements for qualification.</td>
</tr>
</tbody>
</table>

+ 

<table>
<thead>
<tr>
<th>Meat Processing (Smallgoods) Certificate II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet requirements for qualification.</td>
</tr>
<tr>
<td>This qualification must include the technical units from Certificate II listed below:</td>
</tr>
<tr>
<td>MTMS201A</td>
</tr>
<tr>
<td>MTMS202A</td>
</tr>
<tr>
<td>MTMS203A</td>
</tr>
<tr>
<td>MTMS19B</td>
</tr>
</tbody>
</table>

+ 

<table>
<thead>
<tr>
<th>Technical units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select 8 units from the following.</td>
</tr>
<tr>
<td>The selection must include all asterisked (*) units:</td>
</tr>
<tr>
<td>MTMS32B</td>
</tr>
<tr>
<td>MTMS33B</td>
</tr>
<tr>
<td>MTMS34B</td>
</tr>
<tr>
<td>MTMS35B</td>
</tr>
<tr>
<td>MTMPSR301A</td>
</tr>
<tr>
<td>MTMS37B</td>
</tr>
<tr>
<td>MTMS38B</td>
</tr>
<tr>
<td>MTMS39B</td>
</tr>
<tr>
<td>THHCCAD01A</td>
</tr>
<tr>
<td>BSZ404A</td>
</tr>
<tr>
<td>MTMSR301A</td>
</tr>
<tr>
<td>MTMSR302A</td>
</tr>
<tr>
<td>MTMMP67B</td>
</tr>
<tr>
<td>MTMMP64B</td>
</tr>
<tr>
<td>MTMMP66B</td>
</tr>
<tr>
<td>PMLTEAM300A</td>
</tr>
<tr>
<td>FDFOPTNUM3A</td>
</tr>
<tr>
<td>FDFOPTRM3A</td>
</tr>
<tr>
<td>PMLDATA300A</td>
</tr>
<tr>
<td>PMLORG300A</td>
</tr>
<tr>
<td>PMLSAMP300A</td>
</tr>
<tr>
<td>PMLSAMP400A</td>
</tr>
<tr>
<td>PMLTEST300A</td>
</tr>
<tr>
<td>PMLTEST302A</td>
</tr>
</tbody>
</table>
# PML30199 Certificate III Laboratory Skills

## Minimum requirements

**Minimum requirements**

Complete the following 8 compulsory core units.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLCOM300A</td>
<td>Communicate with other people</td>
</tr>
<tr>
<td>PMLDATA300A</td>
<td>Process and record data</td>
</tr>
<tr>
<td>PMLMAIN300A</td>
<td>Maintain the laboratory fit for purpose</td>
</tr>
<tr>
<td>PMLOHS300A</td>
<td>Work safely in accordance with defined policies and procedures</td>
</tr>
<tr>
<td>PMLORG300A</td>
<td>Follow established work plan</td>
</tr>
<tr>
<td>PMLQUAL300A</td>
<td>Contribute to the achievement of quality objectives</td>
</tr>
<tr>
<td>PMLTEAM300A</td>
<td>Work efficiently as part of a team</td>
</tr>
<tr>
<td>PMLTEST302A</td>
<td>Calibrate testing equipment and assist with maintenance</td>
</tr>
</tbody>
</table>

## Elective units of competency

Complete:

- PMLTEST300A Perform basic tests
- 3 other units which may be selected from the Laboratory Operations Training Package at Certificate III or IV or from units in any Training Package that relate to core functions or roles in the candidate’s current processes including information technology, frontline management, and workplace training and assessment.

Meat processing workers may for example select 3 units from the following units which are relevant to the meat processing industry:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLQUAL301A</td>
<td>Apply critical control point requirements</td>
</tr>
<tr>
<td>PMLSAMP300A</td>
<td>Handle and transport samples</td>
</tr>
<tr>
<td>PMLSAMP400A</td>
<td>Obtain representative samples in accordance with a sampling plan</td>
</tr>
<tr>
<td>PMLTEST303A</td>
<td>Prepare working solutions</td>
</tr>
<tr>
<td>PMLTEST304A</td>
<td>Prepare culture media</td>
</tr>
<tr>
<td>PMLTEST305A</td>
<td>Perform aseptic techniques</td>
</tr>
<tr>
<td>PMLTEST306A</td>
<td>Assist with fieldwork</td>
</tr>
<tr>
<td>MTMMP67B</td>
<td>Assess product in chillers</td>
</tr>
<tr>
<td>BSZ404A</td>
<td>Train small groups</td>
</tr>
<tr>
<td>BSZ4301A</td>
<td>Plan assessment</td>
</tr>
<tr>
<td>BSZ402A</td>
<td>Conduct assessment</td>
</tr>
<tr>
<td>BSZ403A</td>
<td>Review assessment</td>
</tr>
</tbody>
</table>

In order to maintain currency of these units, readers are directed to Manufacturing Learning Australia, the source industry. Information is also available on the National Training Information Service (NTIS) website: [http://www.ntis.gov.au](http://www.ntis.gov.au).

*Note: PMLTEST501A may also be relevant in a meat industry context.*
**MTM40300 Certificate IV Meat Processing (Quality Assurance)**

**Minimum requirements**

<table>
<thead>
<tr>
<th>Certificate I Meat Processing (Smallgoods)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete all compulsory core units at Certificate I.</td>
</tr>
</tbody>
</table>

+ **Certificate II Meat Processing Qualification**

**OR**

| Certificate III Meat Processing Qualification |

+ **Compulsory core units Certificate IV Meat Processing**
| Complete all 4 compulsory core units. |

+ **Quality assurance units Certificate IV**
| Complete all 5 asterisked (*) units from the Quality Assurance units. |

+ **Complete 3 units from anywhere in the technical units at Certificate IV.**
MTM40100 Certificate IV Meat Processing (Leadership)

Minimum requirements

Compulsory core units Certificate I
Complete all 6 compulsory core units.

+ 

Compulsory core units Certificate IV
Complete all 4 compulsory core units.

+ 

Leadership units Certificate IV
Select a minimum of 8 units from the Leadership stream *.

* Note: One of the 8 units may be selected from this or any other Training Package at AQF4 or AQF5.
MTM50100 Diploma of Meat Processing

Minimum requirements

<table>
<thead>
<tr>
<th>Compulsory core units Certificate IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete all 4 compulsory core units.</td>
</tr>
</tbody>
</table>

+ 

<table>
<thead>
<tr>
<th>Diploma of Meat Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select a minimum of 6 units from the Diploma of Meat Processing.</td>
</tr>
</tbody>
</table>

Note: Candidates may substitute one unit from this qualification with one unit from this or any other Training Package at AQF5 or AQF6.
MTM60100 Advanced Diploma of Meat Processing

Minimum requirements

<table>
<thead>
<tr>
<th>Compulsory core units Certificate IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete all 4 compulsory core units.</td>
</tr>
</tbody>
</table>

+ 

<table>
<thead>
<tr>
<th>Diploma of Meat Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Diploma of Meat Processing.</td>
</tr>
</tbody>
</table>

+ 

<table>
<thead>
<tr>
<th>Advanced Diploma of Meat Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select a minimum of 4 additional units from Advanced Diploma of Meat Processing.</td>
</tr>
</tbody>
</table>

Note: Candidates may substitute one unit from this qualification with one unit from this or any other Training Package at AQF5 or AQF6.
SECTION 3

Model Training Programs

This section shows:

- examples of combinations of units selected in accordance with the packaging rules to achieve qualifications for specific groups of workers in the meat processing industry.

The packaging rules allow for other combinations of units to achieve a qualification.
MTM40100 Certificate IV Meat Processing (Leadership)

Model training programs

This is a model training program appropriate to managers in traditional micro retail meat establishments.

<table>
<thead>
<tr>
<th>AQF</th>
<th>Compulsory core units</th>
<th>Technical units</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>MTMMP70B Participate in OH&amp;S risk control process</td>
<td>BSX023/04A Address customer requirements</td>
</tr>
<tr>
<td></td>
<td>MTMCOR402A Facilitate quality assurance process</td>
<td>BSX023/05A Manage business operations</td>
</tr>
<tr>
<td></td>
<td>MTMMP72B Facilitate hygiene and sanitation performance</td>
<td>BSX023/06A Manage self and staff</td>
</tr>
<tr>
<td></td>
<td>MTMCOR401A Manage own work performance</td>
<td>MTMPSR406A Manage and maintain a food safety plan</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WRRF.4A Prepare payroll</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WRRI.4A Buy merchandise</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WRRO.5A Control inventory</td>
</tr>
<tr>
<td></td>
<td></td>
<td>THHGLE13A Manage finances within a budget</td>
</tr>
</tbody>
</table>

This is a model training program appropriate to managers in combined retail meat/smallgoods/food services/abattoir establishments.

<table>
<thead>
<tr>
<th>AQF</th>
<th>Compulsory core units</th>
<th>Technical units</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>MTMMP70B Participate in OH&amp;S risk control process</td>
<td>BSX023/05A Manage business operations</td>
</tr>
<tr>
<td></td>
<td>MTMCOR402A Facilitate quality assurance process</td>
<td>MTMPSR401A Coordinate contracts</td>
</tr>
<tr>
<td></td>
<td>MTMMP72B Facilitate hygiene and sanitation performance</td>
<td>MTMPSR404A Foster a learning culture in a meat enterprise</td>
</tr>
<tr>
<td></td>
<td>MTMCOR401A Manage own work performance</td>
<td>MTMPSR405A Build productive and effective workplace relationships</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MTMPSR406A Manage and maintain a food safety plan</td>
</tr>
<tr>
<td></td>
<td></td>
<td>THHGLE13A Manage finances within a budget</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WRRF.4A Prepare payroll</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WRRI.4A Buy merchandise</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WRRO.5A Control inventory</td>
</tr>
</tbody>
</table>

This is a model training program appropriate to managers in supermarket retail meat departments.

<table>
<thead>
<tr>
<th>AQF</th>
<th>Compulsory core units</th>
<th>Technical units</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>MTMMP70B Participate in OH&amp;S risk control process</td>
<td>BSXFM1404A Participate in, lead and facilitate work teams</td>
</tr>
<tr>
<td></td>
<td>MTMCOR402A Facilitate quality assurance process</td>
<td>BSXFM1405A Manage operations to achieve planned outcomes</td>
</tr>
<tr>
<td></td>
<td>MTMMP72B Facilitate hygiene and sanitation performance</td>
<td>FDFCORWP4A Manage workplace information</td>
</tr>
<tr>
<td></td>
<td>MTMCOR401A Manage own work performance</td>
<td>MTMPSR402A Prepare and evaluate resource proposals</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MTMPSR405A Build productive and effective workplace relationships</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MTMPSR406A Manage and maintain a food safety plan</td>
</tr>
<tr>
<td></td>
<td></td>
<td>THHGLE13A Manage finances within a budget</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WRRO.5A Control inventory</td>
</tr>
</tbody>
</table>
This is a model training program appropriate to team leaders and supervisors in medium to large smallgoods, food services and abattoir establishments.

<table>
<thead>
<tr>
<th>AQF</th>
<th>Compulsory core units</th>
<th>Technical units</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTMMP70B</td>
<td>MTMMP70B</td>
</tr>
<tr>
<td></td>
<td>Participate in OH&amp;S risk control process</td>
<td>Participate in OH&amp;S risk control process</td>
</tr>
<tr>
<td></td>
<td>MTMCOR402A</td>
<td>MTMCOR402A</td>
</tr>
<tr>
<td></td>
<td>Facilitate quality assurance process</td>
<td>Facilitate quality assurance process</td>
</tr>
<tr>
<td></td>
<td>MTMMP72B</td>
<td>MTMMP72B</td>
</tr>
<tr>
<td></td>
<td>Facilitate hygiene and sanitation performance</td>
<td>Facilitate hygiene and sanitation performance</td>
</tr>
<tr>
<td></td>
<td>MTMCOR401A</td>
<td>MTMCOR401A</td>
</tr>
<tr>
<td></td>
<td>Manage own work performance</td>
<td>Manage own work performance</td>
</tr>
<tr>
<td></td>
<td>BSXFI404A</td>
<td>BSXFI404A</td>
</tr>
<tr>
<td></td>
<td>Participate in, lead and facilitate work teams</td>
<td>Participate in, lead and facilitate work teams</td>
</tr>
<tr>
<td></td>
<td>BSXFI405A</td>
<td>BSXFI405A</td>
</tr>
<tr>
<td></td>
<td>Manage operations to achieve planned outcomes</td>
<td>Manage operations to achieve planned outcomes</td>
</tr>
<tr>
<td></td>
<td>FDFCWRP4A</td>
<td>FDFCWRP4A</td>
</tr>
<tr>
<td></td>
<td>Manage workplace information</td>
<td>Manage workplace information</td>
</tr>
<tr>
<td></td>
<td>MTMPSR401A</td>
<td>MTMPSR401A</td>
</tr>
<tr>
<td></td>
<td>Coordinate contracts</td>
<td>Coordinate contracts</td>
</tr>
<tr>
<td></td>
<td>MTMPSR402A</td>
<td>MTMPSR402A</td>
</tr>
<tr>
<td></td>
<td>Prepare and evaluate resource proposals</td>
<td>Prepare and evaluate resource proposals</td>
</tr>
<tr>
<td></td>
<td>MTMPSR404A</td>
<td>MTMPSR404A</td>
</tr>
<tr>
<td></td>
<td>Foster a learning environment in a meat enterprise</td>
<td>Foster a learning environment in a meat enterprise</td>
</tr>
<tr>
<td></td>
<td>MTMPSR405A</td>
<td>MTMPSR405A</td>
</tr>
<tr>
<td></td>
<td>Build productive and effective workplace relationships</td>
<td>Build productive and effective workplace relationships</td>
</tr>
<tr>
<td></td>
<td>MTMPSR406A</td>
<td>MTMPSR406A</td>
</tr>
<tr>
<td></td>
<td>Manage and maintain a food safety plan</td>
<td>Manage and maintain a food safety plan</td>
</tr>
</tbody>
</table>

This is a model training program appropriate to team leaders, supervisors and foremen in medium to large smallgoods, food services and abattoir establishments.

<table>
<thead>
<tr>
<th>AQF</th>
<th>Compulsory core units</th>
<th>Technical units</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTMMP70B</td>
<td>MTMMP70B</td>
</tr>
<tr>
<td></td>
<td>Participate in OH&amp;S risk control process</td>
<td>Participate in OH&amp;S risk control process</td>
</tr>
<tr>
<td></td>
<td>MTMCOR402A</td>
<td>MTMCOR402A</td>
</tr>
<tr>
<td></td>
<td>Facilitate quality assurance process</td>
<td>Facilitate quality assurance process</td>
</tr>
<tr>
<td></td>
<td>MTMMP72B</td>
<td>MTMMP72B</td>
</tr>
<tr>
<td></td>
<td>Facilitate hygiene and sanitation performance</td>
<td>Facilitate hygiene and sanitation performance</td>
</tr>
<tr>
<td></td>
<td>MTMCOR401A</td>
<td>MTMCOR401A</td>
</tr>
<tr>
<td></td>
<td>Manage own work performance</td>
<td>Manage own work performance</td>
</tr>
<tr>
<td></td>
<td>BSXFI404A</td>
<td>BSXFI404A</td>
</tr>
<tr>
<td></td>
<td>Provide leadership in the workplace</td>
<td>Provide leadership in the workplace</td>
</tr>
<tr>
<td></td>
<td>BSXFI404A</td>
<td>BSXFI404A</td>
</tr>
<tr>
<td></td>
<td>Participate in, lead and facilitate work teams</td>
<td>Participate in, lead and facilitate work teams</td>
</tr>
<tr>
<td></td>
<td>BSXFI405A</td>
<td>BSXFI405A</td>
</tr>
<tr>
<td></td>
<td>Manage operations to achieve planned outcomes</td>
<td>Manage operations to achieve planned outcomes</td>
</tr>
<tr>
<td></td>
<td>BSXFI407A</td>
<td>BSXFI407A</td>
</tr>
<tr>
<td></td>
<td>Manage quality customer service</td>
<td>Manage quality customer service</td>
</tr>
<tr>
<td></td>
<td>BSXFI409A</td>
<td>BSXFI409A</td>
</tr>
<tr>
<td></td>
<td>Implement and monitor continuous improvements to systems and processes</td>
<td>Implement and monitor continuous improvements to systems and processes</td>
</tr>
<tr>
<td></td>
<td>MTMPSR403A</td>
<td>MTMPSR403A</td>
</tr>
<tr>
<td></td>
<td>Facilitate achievement of enterprise environmental policies and goals</td>
<td>Facilitate achievement of enterprise environmental policies and goals</td>
</tr>
<tr>
<td></td>
<td>MTMPSR404A</td>
<td>MTMPSR404A</td>
</tr>
<tr>
<td></td>
<td>Foster a learning culture in a meat enterprise</td>
<td>Foster a learning culture in a meat enterprise</td>
</tr>
<tr>
<td></td>
<td>MTMPSR405A</td>
<td>MTMPSR405A</td>
</tr>
<tr>
<td></td>
<td>Build productive and effective workplace relationships</td>
<td>Build productive and effective workplace relationships</td>
</tr>
</tbody>
</table>

Candidates may select one unit from this or any other Training Package at AQF4 or AQF5 level.

Relevant packages include:
- food processing
- retailing
- tourism and hospitality
- laboratory.
### MTM50100 Diploma of Meat Processing

#### Model training programs

This is a model training program appropriate to an individual enterprise.

<table>
<thead>
<tr>
<th>AQF</th>
<th>Compulsory core units</th>
<th>Technical units</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTMMP70B</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Participate in OH&amp;S risk control process</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTMCOR402A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Facilitate quality assurance process</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTMMP72B</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Facilitate hygiene and sanitation performance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTMCOR401A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manage own work performance</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>CHCORG11A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lead and develop others</td>
</tr>
<tr>
<td></td>
<td>MTMPS5604A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manage maintenance systems</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTMPS5605A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manage utilities and energy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTMPS5608A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manage environmental impacts of meat processing operations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTMPSR5603A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Control cold chain (refrigeration) operations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTMPSR5606A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monitor legal requirements and business compliance</td>
<td></td>
</tr>
</tbody>
</table>

Candidates may substitute one unit from this or any other Training Package at AQF5 or AQF6 level.

**Relevant packages include:**
- food processing
- utilities – water
- manufacturing, engineering and related services.

This is a model training program appropriate to an individual enterprise.

<table>
<thead>
<tr>
<th>AQF</th>
<th>Compulsory core units</th>
<th>Technical units</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTMMP70B</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Participate in OH&amp;S risk control process</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTMCOR402A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Facilitate quality assurance process</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTMMP72B</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Facilitate hygiene and sanitation performance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTMCOR401A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manage own work performance</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>MTMPS5603A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Develop, manage and maintain quality systems</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MTMPS5606A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Benchmark enterprise performance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MTMPSR5602A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Manage meat processing systems for meat and meat product quality</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MTMPSR5604A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Manage new product/process development</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PMXORG602A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Manage complex projects</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WRRPL.3A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Initiate and implement change</td>
</tr>
</tbody>
</table>

Candidates may substitute one unit from this or any other Training Package at AQF5 or AQF6 level.

**Relevant packages include:**
- food processing
- laboratory
- manufacturing, engineering and related services.
This is a model training program appropriate to an individual enterprise.

<table>
<thead>
<tr>
<th>AQF</th>
<th>Compulsory core units</th>
<th>Technical units</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTMMP70B</td>
<td>Participate in OH&amp;S risk control process</td>
</tr>
<tr>
<td></td>
<td>MTMCOR402A</td>
<td>Facilitate quality assurance process</td>
</tr>
<tr>
<td></td>
<td>MTMMP72B</td>
<td>Facilitate hygiene and sanitation performance</td>
</tr>
<tr>
<td></td>
<td>MTMCOR401A</td>
<td>Manage own work performance</td>
</tr>
<tr>
<td></td>
<td>MTMPS5601A</td>
<td>Assess and purchase livestock</td>
</tr>
<tr>
<td></td>
<td>MTMPS5604A</td>
<td>Manage maintenance systems</td>
</tr>
<tr>
<td></td>
<td>MTMPS5607A</td>
<td>Manage and improve meat industry plant operations</td>
</tr>
<tr>
<td></td>
<td>MTMPS5608A</td>
<td>Manage environmental impacts of meat processing operations</td>
</tr>
<tr>
<td></td>
<td>MTMPS5610A</td>
<td>Manage transportation of meat, meat products and meat by-products</td>
</tr>
<tr>
<td></td>
<td>MTMPSR5602A</td>
<td>Manage meat processing systems for meat and meat product quality</td>
</tr>
</tbody>
</table>

Candidates may substitute one unit from this or any other Training Package at AQF5 or AQF6 level.

Relevant packages include:
- food processing
- rural
- business services.

This is a model training program appropriate to an individual enterprise.

<table>
<thead>
<tr>
<th>AQF</th>
<th>Compulsory core units</th>
<th>Technical units</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTMMP70B</td>
<td>Participate in OH&amp;S risk control process</td>
</tr>
<tr>
<td></td>
<td>MTMCOR402A</td>
<td>Facilitate quality assurance process</td>
</tr>
<tr>
<td></td>
<td>MTMMP72B</td>
<td>Facilitate hygiene and sanitation performance</td>
</tr>
<tr>
<td></td>
<td>MTMCOR401A</td>
<td>Manage own work performance</td>
</tr>
<tr>
<td></td>
<td>MTMPS5602A</td>
<td>Analyse and develop enterprise systems for new opportunities</td>
</tr>
<tr>
<td></td>
<td>MTMPS5606A</td>
<td>Benchmark enterprise performance</td>
</tr>
<tr>
<td></td>
<td>MTMPS5607A</td>
<td>Manage and improve meat industry plant operations</td>
</tr>
<tr>
<td></td>
<td>MTMPSR5604A</td>
<td>Manage new product/process development</td>
</tr>
<tr>
<td></td>
<td>MTMPSR5605A</td>
<td>Establish new markets</td>
</tr>
<tr>
<td></td>
<td>PMXORG602A</td>
<td>Manage complex projects</td>
</tr>
</tbody>
</table>

Candidates may substitute one unit from this or any other Training Package at AQF5 or AQF6 level.

Relevant packages include:
- food processing
- laboratory
- manufacturing, engineering and related services.
This is a model training program appropriate to an individual enterprise.

<table>
<thead>
<tr>
<th>AQF</th>
<th>Compulsory core units</th>
<th>Technical units</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTMMP70B</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Participate in OH&amp;S risk control process</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTMCOR402A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Facilitate quality assurance process</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTMMP72B</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Facilitate hygiene and sanitation performance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTMCOR401A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manage own work performance</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CHCORG11A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lead and develop others</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTMPS5606A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Benchmark enterprise performance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTMPS5609A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manage, evaluate and continuously improve occupational health and safety plans and systems</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTMPSR5606A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monitor legal requirements and business compliance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PSPHR604A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manage employee relations strategies and plans</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WRRPL.2A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Set strategic plans</td>
<td></td>
</tr>
</tbody>
</table>

Candidates may substitute one unit from this or any other Training Package at AQF5 or AQF6 level.

Relevant packages include:

- food processing
- community services
- business services.
### MTM60100 Advanced Diploma of Meat Processing

#### Model training programs

This is a model training program appropriate to an individual enterprise.

<table>
<thead>
<tr>
<th>AQF</th>
<th>Compulsory core units</th>
<th>Technical units</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTMMP70B</td>
<td>Participant in OH&amp;S risk control process</td>
</tr>
<tr>
<td></td>
<td>MTMCOR402A</td>
<td>Facilitate quality assurance process</td>
</tr>
<tr>
<td></td>
<td>MTMMP72B</td>
<td>Facilitate hygiene and sanitation performance</td>
</tr>
<tr>
<td></td>
<td>MTMCOR401A</td>
<td>Manage own work performance</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHCORG11A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MTMPS5604A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MTMPS5605A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MTMPS5608A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MTMPSR5603A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MTMPSR5606A</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTMPSR5602A</td>
<td>Manage meat processing systems for meat and meat product quality</td>
</tr>
<tr>
<td></td>
<td>MTMPSR5607A</td>
<td>Manage and improve meat industry plant operations</td>
</tr>
<tr>
<td></td>
<td>POMXORG602A</td>
<td>Manage complex projects</td>
</tr>
<tr>
<td></td>
<td>FDFOPTFP5A</td>
<td>Manage financial planning and performance to achieve business plans</td>
</tr>
</tbody>
</table>

Candidates may substitute one unit from this or any other Training Package at AQF5 or AQF6 level.

Relevant packages include:
- food processing
- laboratory
- manufacturing, engineering and related services.
This is a model training program appropriate to an individual enterprise.

<table>
<thead>
<tr>
<th>AQF</th>
<th>Compulsory core units</th>
<th>Technical units</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>MTMMP70B Participate in OH&amp;S risk control process</td>
<td>MTMP5603A Develop, manage and maintain quality systems</td>
</tr>
<tr>
<td></td>
<td>MTMMP402A Facilitate quality assurance process</td>
<td>MTMP5606A Benchmark enterprise performance</td>
</tr>
<tr>
<td></td>
<td>MTMMP72B Facilitate hygiene and sanitation performance</td>
<td>MTMPSR5602A Manage meat processing systems for meat and meat product quality</td>
</tr>
<tr>
<td></td>
<td>MTMCOR401A Manage own work performance</td>
<td>MTMPSR5604A Manage new product/process development</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PMXROR6602A Manage complex projects</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WRRPL.3A Initiate and implement change</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>CHCOR11A Lead and develop others</td>
</tr>
<tr>
<td></td>
<td>MTMP5609A Manage, evaluate and continuously improve occupational health and safety plans and systems</td>
<td>MTMPSR5602A Manage meat processing systems for meat and meat product quality</td>
</tr>
<tr>
<td></td>
<td>MTMPSR5602A Manage meat processing systems for meat and meat product quality</td>
<td>MTMP5606A Monitor legal requirements and business compliance</td>
</tr>
</tbody>
</table>

Candidates may substitute one unit from this or any other Training Package at AQF5 or AQF6 level.

Relevant packages include:

- food processing
- laboratory
- manufacturing, engineering and related services
- business services.
This is a model training program appropriate to an individual enterprise.

<table>
<thead>
<tr>
<th>AQF</th>
<th>Compulsory core units</th>
<th>Technical units</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>MTMMP70B</td>
<td>Participate in OH&amp;S risk control process</td>
</tr>
<tr>
<td></td>
<td>MTMMP72B</td>
<td>Facilitate hygiene and sanitation performance</td>
</tr>
<tr>
<td></td>
<td>MTMMP72B</td>
<td>Facilitate quality assurance process</td>
</tr>
<tr>
<td></td>
<td>MTMCOR401A</td>
<td>Manage own work performance</td>
</tr>
<tr>
<td>5</td>
<td>MTMPS5601A</td>
<td>Assess and purchase livestock</td>
</tr>
<tr>
<td></td>
<td>MTMPS5604A</td>
<td>Manage maintenance systems</td>
</tr>
<tr>
<td></td>
<td>MTMPS5607A</td>
<td>Manage and improve meat industry plant operations</td>
</tr>
<tr>
<td></td>
<td>MTMPS5608A</td>
<td>Manage environmental impacts of meat processing operations</td>
</tr>
<tr>
<td></td>
<td>MTMPS5610A</td>
<td>Manage transportation of meat, meat products and meat by-products</td>
</tr>
<tr>
<td></td>
<td>MTMPSR5602A</td>
<td>Manage meat processing systems for meat and meat product quality</td>
</tr>
<tr>
<td>6</td>
<td>CHCORG11A</td>
<td>Lead and develop others</td>
</tr>
<tr>
<td></td>
<td>MTMPSR5604A</td>
<td>Manage new product/process development</td>
</tr>
<tr>
<td></td>
<td>MTMPSR5606A</td>
<td>Monitor legal requirements and business compliance</td>
</tr>
<tr>
<td></td>
<td>FDFOPTFP5A</td>
<td>Manage financial planning and performance to achieve business plans</td>
</tr>
</tbody>
</table>

Candidates may substitute one unit from this or any other Training Package at AQF5 or AQF6 level.

Relevant packages include:

- food processing
- laboratory
- manufacturing, engineering and related services.
This is a model training program appropriate to an individual enterprise.

<table>
<thead>
<tr>
<th>AQF</th>
<th>Compulsory core units</th>
<th>Technical units</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTMMP70B</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTMCOR402A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTMMP72B</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTMCOR401A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Participate in OH&amp;S risk control process</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Facilitate quality assurance process</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Facilitate hygiene and sanitation performance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manage own work performance</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>MTMPS5602A</td>
<td>Analyse and develop enterprise systems for new opportunities</td>
</tr>
<tr>
<td></td>
<td>MTMPS5606A</td>
<td>Benchmark enterprise performance</td>
</tr>
<tr>
<td></td>
<td>MTMPS5607A</td>
<td>Manage and improve meat industry plant operations</td>
</tr>
<tr>
<td></td>
<td>MTMPSR5604A</td>
<td>Manage new product/process development</td>
</tr>
<tr>
<td></td>
<td>MTMPSR5605A</td>
<td>Establish new markets</td>
</tr>
<tr>
<td></td>
<td>PMXORG602A</td>
<td>Manage complex projects</td>
</tr>
<tr>
<td>6</td>
<td>CHCOR11A</td>
<td>Lead and develop others</td>
</tr>
<tr>
<td></td>
<td>MTMPSR5603A</td>
<td>Control cold chain (refrigeration) operations</td>
</tr>
<tr>
<td></td>
<td>MTMPS5605A</td>
<td>Manage utilities and energy</td>
</tr>
<tr>
<td></td>
<td>WRRRI2A</td>
<td>Set strategic plans</td>
</tr>
</tbody>
</table>

Candidates may substitute one unit from this or any other Training Package at AQF5 or AQF6 level.

Relevant packages include:
- food processing
- retail
- manufacturing, engineering and related services
- business services.
SECTION 4

The Meat Processing
Smallgoods
Units of Competency
What are Competency Standards?

The broad concept of competency is related to realistic work practices, expressed as an outcome, and understandable to all people in the workplace as well as trainers and assessors. It is important that the meaning of competency is interpreted and understood in the same way by different users of the standards, and in different situations.

Competency comprises the specification of knowledge and skills relevant to an industry, and the application of that knowledge and skills to the standard of performance required in the workplace.

The Department of Education Science & Training’s definition of competency encompasses several features:

“The concept of competency focuses on what is expected of an employee in the workplace rather than the learning process, and embodies the ability to transfer and apply skills and knowledge to new situations and environments”.

A Training Package has as one component the competency standard, which is made up of a number of units of competency. Each unit of competency comprises a title, unit descriptor, elements, performance criteria, a range of variables and an evidence guide.

Unit title

The unit title is a succinct statement of the broad area of competency covered by the unit expressed in outcome terms.

Unit descriptor

The unit descriptor should expand as necessary on the title of the unit to accurately and clearly reflect the complete purpose and intent of the unit.

Elements of competency

Elements of competency are the basic building blocks of the unit. Elements describe, in outcome terms, significant functions and groups of tasks that a person in a particular area of work is able to perform.

Performance criteria

Performance criteria are evaluative statements that specify the work activities to the required level of performance. It is here that all the relevant tasks, roles, skills, and applied knowledge and understanding that demonstrate competent performance are specified.
Range of variables

The range of variables statement contextualises the competency to provide a link to the required knowledge and organisational and technical requirements. They describe contextual variables that will be utilised or encountered when applying the competency in work situations.

Evidence guide

The evidence guide specifies how the assessment of the unit of competency should be conducted in the workplace and/or training environment. The guide provides reliable and succinct information about how the quality and level of performance could be determined. The evidence must relate directly to the elements, performance criteria and range of variables.

The evidence guide includes advice on the following:

- Critical aspects of evidence to be considered – aspects of applying the competency that that are essential to effective performance and must be verified in any assessment process.
- Interdependent assessment of units – any direct assessment relationships between different units to indicate where consecutive or concurrent assessment is advisable to ensure all aspects of competency, such as task management and contingency skills are captured.
- Knowledge and skills – essential knowledge and skills that a person needs to have and apply effectively to perform work to the required standard in all likely situations.
- Resource implications – particular resources, infrastructure or conditions that are required to conduct valid and reliable assessment.
- Consistency in performance – used to indicate any requirement to demonstrate competency over time, in a number of contexts and involving a range of evidence.
- Context for assessment – explanation of the environment under which assessment should take place.

Key competencies

Key competencies must be identified in the competency standard, either within each unit of competency or at the qualification level. There are seven key competencies that underpin successful activity in life and work defined by the Mayer Committee. These competencies are:

- Collecting, analysing and organising information.
- Communicating ideas and information
- Planning and organising activities.
- Working with others in teams.
- Solving problems.
- Using mathematical ideas and techniques.
- Using technology.

They have three levels of performance that should be specified when identifying where they apply in industry competencies.

For the units in this volume the following context of assessment and unit assessment applies.
Unit assessment

Evidence is most relevant when provided through an holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills that underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

Resource implications and support materials

This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs.

Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.
Coding of units of competence

Units of competency all have a unique identifying code. This code is assigned at the time of endorsement of the initial Training Package or when a new sector or new units are added to an existing endorsed Training Package. The code has in-built intelligence in that specific components of the code have a meaning.

A typical code consists of up to 12 characters. These characters normally consist of a mixture of capital letters and numbers. A typical style of code may be MTMP2014A. The first three letters indicate that the unit was originally developed as part of a Training Package. The code for that Training Package would also have commenced with MTM. The last letter (A) in the code is the letter used for the version control. The ‘A’ indicates the unit is the original unit.

Where a unit has had changes incorporated since it was first endorsed, with the outcomes of the unit not having changed, the version identifier shows as ‘B’ with further changes adopting the next letter. The different version identifier usually means that minor changes have been incorporated in the unit and that these changes do not effect the overall unit outcome. Normally this has meant that wording has changed in the range of variables or the evidence guide which has resulted in providing greater clarity of intent.

Where changes are incorporated which alter the unit outcome, a new code is allocated and changes are made to the unit title. Differences in version identifier of units of competence on Statements of Attainment issued by Registered Training Organisations are not significant as outcomes of the unit have not changed significantly.

The letters or numbers between the first three alpha characters and the version control letter are allocated by the developer of the unit and may have some intelligence incorporated. This intelligence usually relates to an industry sector or skill area.

Coding of meat industry units

In the Training Package for the Australian Meat Industry MTM00:

- the prefix MTM identifies the training package and industry for which the unit has been developed, ie the training package for the Australian Meat Industry
- following the prefix MTM, the letters P, S and R indicates the industry sector for which the unit has been developed (P = meat processing sector (abattoirs), S = smallgoods, R = meat retailing). Combinations of P, S and R indicate that the unit is common to those sectors.
- following the industry identifier, COR indicates that the unit has been developed as a core unit
- following the industry and sector/core identifiers, the numbers identify the unit.
- in all units, the letter suffix identifies the version. Units developed for this package have the suffix A. Units retained from MTM98 have the version marker B.
Integration of the key competencies within training packages

The key competencies are a set of generic capabilities prepared by the Mayer Committee in *Putting Education to Work: The Key Competencies Report* (Mayer 1992). The key competencies are described in the Mayer Report as being fundamental to the transfer and application of learning and defined as a set of capabilities which enable people to transfer and apply knowledge and skills developed in classrooms and other learning situations to the workplace.

The Department of Education Science & Training has recognised the critical role of the key competencies in ensuring that the Australian workforce is equipped with the necessary skills for effective participation in current and emerging forms of work organisation. It specifies that all Training Packages “require the effective integration of key competencies”.

The seven key competencies identified in the Mayer (1992) report are:

1. Collecting, analysing and organising information
   The capacity to locate, sift and sort information in order to select what is required and to present it in a useful way, and evaluate both the information itself and the sources and methods used to collect it.

2. Communicating ideas and information
   The capacity to communicate effectively with others using the range of spoken, written, graphic and other non-verbal means of expression.

3. Planning and organising activities
   The capacity to plan and organise one’s own work activities, including making good use of time and resources, sorting out priorities and monitoring one’s own performance.

4. Working with others and in teams
   The capacity to interact effectively with other people both on a one-to-one basis and in groups, including understanding and responding to the needs of a client and working effectively as a member of a team to achieve a shared goal.

5. Solving problems
   The capacity to apply problem solving strategies in purposeful ways both in situations where the problem and the solution are clearly evident and in situations requiring creative thinking and a creative approach to achieve an outcome.

6. Using mathematical ideas and techniques
   The capacity to use mathematical ideas, such as number and space, and techniques such as estimation and approximation, for practical purposes.

7. Using technology
   The capacity to apply technology, combining the physical and sensory skills needed to operate equipment with the understanding of scientific and technological principles needed to explore and adapt systems.
Key competencies are competencies essential for effective participation in the emerging patterns of work and work organisation. They focus on the capacity to apply knowledge and skills in an integrated way in work situations. Key competencies are generic in that they apply to work generally rather than being specific to work in particular occupations or industries.

(Mayer 1992, p. 5)

Levels of performance

The Mayer committee (1992, p. 13) established three levels of performance in each of the seven Key Competencies. These are stand alone levels and do not correspond to levels in the Australian Qualifications Framework (AQF).

**Performance Level 1** describes the competence needed to undertake activities efficiently and with sufficient self-management to meet the explicit requirements of the activity and to make judgements about the quality of outcome against established criteria.

**Performance Level 2** describes the competence needed to manage activities requiring the selection, application and integration of a number of elements and to select from established criteria to judge quality of process and outcome.

**Performance Level 3** describes the competence needed to evaluate and reshape processes, to establish and use principles in order to determine appropriate ways of approaching activities, and to establish criteria for judging quality of process and outcome.

In simple terms:

- Level 1 is concerned with the level of competence needed to **undertake** tasks effectively.
- Level 2 is concerned with the ability to **manage** tasks.
- Level 3 is concerned with concepts of **evaluating and reshaping** tasks.

Although the levels are designed and used within competency standards to indicate levels of complexity, the current definitions are problematic. The industry or workplace context is generally seen as far more indicative in determining the degree of difficulty of the application of the key competencies than the prescribed and abstracted performance levels above.

Where the key competencies are explicitly embedded within the units of competence, then the level of performance for the group of key competencies involved will align to the AQF level of that unit of competency. Such a linkage will be more readily understood by those delivering training and/or assessment for that unit rather than the performance levels outlined in the units themselves.
Implications of key competencies for vocational education and training

The skills identified by the Mayer committee describe capabilities which are commonly used as key selection criteria by employers and which underpin the ability of employees to adapt to technological, organisational, societal and functional change.

The key competencies need to be explicitly developed and applied in vocational education and training, in both delivery and assessment, in order to ensure the flexibility and adaptability of staff to respond effectively to current and future directions and challenges within Australian workplaces. This means that the key competencies cannot be considered as supplementary to vocational competence but are integral to them. They are part of good learning and they are essential to good practice. It is, therefore, critical that Training Package developers, training program developers, teachers and trainers deliberately incorporate the key competencies into the design, customisation, delivery and assessment of vocational education and training programs.

A deliberate effort is required to incorporate the key competencies explicitly into every stage of the training cycle, represented in Figure 1, through competency standard and Training Package development, delivery, learning, assessment and reflection.

![Figure 1 – Training cycle](image-url)
Units of competency
MTM10100 Certificate I Meat Processing (Smallgoods) – Compulsory core units

Unit – MTMMP2B Apply hygiene and sanitation practices ...........................................................53
Unit – MTMMP3B Apply quality assurance practices .................................................................59
Unit – MTMMP4B Follow safe work policies and procedures ....................................................66
Unit – MTMMP5B Communicate in the workplace ..................................................................73
Unit – MTMMP6B Overview the meat industry .......................................................................78
Unit – MTMS2B Apply mathematical concepts ......................................................................84

MTM10100 Certificate I Meat Processing (Smallgoods) – Technical units

Unit – FDFOPTRM1A Conduct minor routine preventative maintenance ...................................93
Unit – MTMPS201A Clean work area during operations .............................................................99
Unit – MTMS101A Handle materials and products ..................................................................105
Unit – MTMS102A Pack smallgoods product .........................................................................110
Unit – TDTF897B Provide first aid in the workplace .................................................................115

MTM10100 Certificate II Meat Processing (Smallgoods) – Technical units

Unit – BSATEC203A Operate a computer to produce simple documents ....................................123
Unit – FDFOPTNUM2A Measure and calculate routine workplace data ....................................129
Unit – FDFOPTRM2A Conduct routine preventative maintenance ..........................................134
Unit – MTMMP11B Sharpen knives .........................................................................................140
Unit – MTMPS202A Re-inspect boneless meat .......................................................................145
Unit – MTMPS203A Operate scales and semi-automatic labelling machinery .........................150
Unit – MTMPS204A Maintain production records ..................................................................155
Unit – MTMPS205A Clean chillers .........................................................................................160
Unit – MTMPS206A Operate forklift in specific workplace ......................................................164
Unit – MTMPSR201A Vacuum pack product ...........................................................................169
Unit – MTMS14B Prepare dry ingredients .............................................................................174
Unit – MTMS19B Link and tie product ....................................................................................179
Unit – MTMS201A Blend meat product ..................................................................................184
Unit – MTMS202A Prepare and fill casings ............................................................................189
Unit – MTMS203A Shape and form product ..........................................................................195
Unit – MTMS204A Slice product ............................................................................................201
Unit – MTMS205A Package product using thermoform process .............................................207
Unit – MTMS206A Package product using gas flushing process ............................................213
Unit – MTMS207A Operate bar and coder system ..................................................................219
Unit – MTMS208A Operate metal detection unit ....................................................................224
Unit – MTMS209A Rotate stored meat and meat product .......................................................229
Unit – MTMS20B Prepare packaging line ...............................................................................234
Unit – MTMSR201A Prepare and slice meat cuts .....................................................................239
Unit – MTMSR202A Trim meat to specifications ....................................................................244
<table>
<thead>
<tr>
<th>Unit</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTMSR203A Package product using automatic packaging and labelling equipment</td>
<td>249</td>
</tr>
<tr>
<td>MTMSR204A Despatch meat product</td>
<td>255</td>
</tr>
<tr>
<td>PMCCOR102A Clean plant and equipment</td>
<td>260</td>
</tr>
<tr>
<td>TDTD1097A Operate a forklift</td>
<td>266</td>
</tr>
<tr>
<td><strong>MTM10100 Certificate III Meat Processing (Smallgoods) – Technical units</strong></td>
<td></td>
</tr>
<tr>
<td>BSZ404A Train small groups</td>
<td>275</td>
</tr>
<tr>
<td>FDFOPTNUM3A Calculate and present statistical data</td>
<td>283</td>
</tr>
<tr>
<td>FDFOPTRM3A Diagnose and rectify equipment faults</td>
<td>288</td>
</tr>
<tr>
<td>MTMMP64B Specify beef product using AUS-MEAT language</td>
<td>294</td>
</tr>
<tr>
<td>MTMMP66B Specify pork product using AUS-MEAT language</td>
<td>299</td>
</tr>
<tr>
<td>MTMMP67B Assess product in chillers</td>
<td>304</td>
</tr>
<tr>
<td>MTMSR301A Cure and corn product</td>
<td>309</td>
</tr>
<tr>
<td>MTMS32B Sort meat</td>
<td>316</td>
</tr>
<tr>
<td>MTMS33B Batch meat</td>
<td>321</td>
</tr>
<tr>
<td>MTMS35B Operate silent/bowl cutter to produce specified products</td>
<td>326</td>
</tr>
<tr>
<td>MTMS34B Prepare product formulations</td>
<td>332</td>
</tr>
<tr>
<td>MTMS37B Cook/steam product</td>
<td>337</td>
</tr>
<tr>
<td>MTMS38B Smoke product</td>
<td>343</td>
</tr>
<tr>
<td>MTMS39B Ferment and mature product</td>
<td>350</td>
</tr>
<tr>
<td>MTMSR301A Break carcase into primal cuts</td>
<td>355</td>
</tr>
<tr>
<td>MTMSR302A Prepare primal cuts</td>
<td>361</td>
</tr>
<tr>
<td>PMLDATA300A Process and record data</td>
<td>366</td>
</tr>
<tr>
<td>PMLORG300A Follow established work plan</td>
<td>373</td>
</tr>
<tr>
<td>PMLSAMP300A Handle and transport samples</td>
<td>378</td>
</tr>
<tr>
<td>PMLSAMP400A Obtain representative samples in accordance with a sampling plan</td>
<td>384</td>
</tr>
<tr>
<td>PMLTEAM300A Work efficiently as part of a team</td>
<td>390</td>
</tr>
<tr>
<td>PMLTEST300A Perform basic tests</td>
<td>397</td>
</tr>
<tr>
<td>PMLTEST302A Calibrate testing equipment and assist with maintenance</td>
<td>403</td>
</tr>
<tr>
<td>THHADCC01A Prepare pates and terrines</td>
<td>409</td>
</tr>
</tbody>
</table>
MTM10100 Certificate I Meat Processing (Smallgoods) – Compulsory core units
Unit – MTMMP2B Apply hygiene and sanitation practices

Unit descriptor
This unit outlines the personal hygiene and sanitation practices required by workers in a meat establishment. It also covers cleaning of equipment and immediate work areas during operations. MTMMP2B Apply hygiene and sanitation practices is a customisation and extension of the cross industry food safety guidelines unit GFSBFSPA Follow basic food safety practices. The outcomes are not equivalent.

ELEMENTS PERFORMANCE CRITERIA

1 Clean own work area and equipment during operations
   1.1 Worksite is hygienically cleaned during operations to workplace and regulatory requirements.
   1.2 Equipment is hygienically cleaned to regulatory and workplace requirements.

2 Identify sources of contamination and spoilage
   2.1 Contamination and cross-contamination risks are identified and steps taken to reduce the risk.
   2.2 Corrective action is taken when contamination is identified in accordance with workplace and regulatory requirements.

3 Follow workplace’s hygiene and sanitation requirements
   3.1 Personal hygiene practices are followed to workplace requirements.
   3.2 Product is handled in accordance with workplace, hygiene and sanitation requirements.
   3.3 Individual’s work is conducted hygienically in accordance with workplace requirements.
   3.4 Products are processed in accordance with regulatory requirements.

RANGE OF VARIABLES
The Range of Variables statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.
Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Worksite includes:
- immediate working area
- overall workplace.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.
Sources of contamination may include:
- physical agents which may include ingesta, excreta, dust, grease, etc.
- foreign bodies
- chemical agents – which may include chemicals such as insecticides, cleaning agents
- microbiological and biological agents.

Steps taken to reduce the risk may include:
- hand washing
- good housekeeping practices
- maintaining clean clothes and PPE.

Corrective action may include:
- trimming product
- disposing of contaminated product.

Meat establishments may include:
- meat processing plants
- abattoirs
- slaughter floors
- boning rooms
- smallgoods establishments
- retail meat outlets
- supermarkets
- meat wholesalers
- food services establishments.

Routine explanations and reports may be:
- in everyday workplace language and include mathematical language and commonly used technical terms
- presented orally
- presented in writing using standard formats or proformas, diagrams, symbols and charts
- a compilation of information from several sources
- directly related to own work and work area problem solving
- completed with the assistance of others.

Mathematical operations and tasks relate to own work and work area problem solving.

Calculators and computer software packages may be used.
Mathematical operations, tasks and language may include:

- routine estimations and calculations using a range of specified formula and procedures
- operations involving percentages, comparisons and variations
- accurate recording of temperature, time, volume, weight and quantity in standard formats/proformas
- reading and interpreting analog and digital measures including clocks, scales, pressured gauges, thermometers, cash registers
- interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc.

**PRE/CO-REQUISITES**

There are no pre or co-requisites required for this unit.

**EVIDENCE GUIDE**

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

**Underpinning knowledge**

The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Explain hygiene and sanitation requirements for own area.
- Explain the consequences of failing to follow workplace requirements for hygienic handling and processing of meat.
- Explain the consequences of contaminated or spoiled meat leaving the establishment.
- Identify possible sources of contamination and cross-contamination in the worksite.
- Outline the sources of physical and microbiological contamination in meat establishments.
- Identify visual evidence of contamination.
- Identify causes of food spoilage.
- Explain reporting procedures for contamination as appropriate.
- Explain the chemical contamination risks to product.
- Explain the time/temperature/moisture requirements for bacterial growth.
- List bacteria which may affect meat.
- Outline the scope and coverage of Australian Standards for Hygienic Production of Meat for Human Consumption.

**Critical aspects**

Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Demonstrate basic hygiene and sanitation practices in all activities undertaken in the workplace.
- Consistently follow workplace, hygiene and sanitation procedures.
- Demonstrate hygienic cleaning during operations of own work area and equipment.
KEY COMPETENCIES

This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 1
- Communicating ideas and information ................................................................................................ 1
- Planning and organising activities ........................................................................................................ 1
- Working with others and in teams ......................................................................................................... 1
- Solving problems .................................................................................................................................. 1
- Using mathematical ideas and techniques ............................................................................................ 1
- Using technology .................................................................................................................................. 1

CONTEXT OF ASSESSMENT

What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competence by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of the individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment

Evidence is most relevant when provided through an holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills that underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.
RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

- *Meat Processing (Abattoirs) Resources CD or Meat Processing (Smallgoods) Resources CD, Compulsory Core*, Copyright DETYA (available from MINTRAC 1 800 817 462).
- *Hygiene and Sanitation Interactive CD* (available from MINTRAC 1800 817 462).
- ‘*Australian Standard for Hygienic Production of Meat for Human Consumption*’ (available from CSIRO Publishing 03 9662 7666).
- ‘*An Introduction to Microbiology Hygiene and Quality Assurance*’ video (available from Meat & Livestock Australia 02 9463 9393).
Unit – MTMMP3B Apply quality assurance practices

Unit descriptor
This unit deals with the knowledge and practices required to apply quality assurance procedures in a meat establishment. *MTMMP3B Apply quality assurance practices* is a customisation and extension of the cross industry food safety guidelines unit *GFSMFSRA Monitor food safety requirements*. The outcomes are not equivalent.

### ELEMENTS

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Identify hazards and control points</td>
<td>1.1 Hazards to food safety and quality are identified for a person’s work area according to workplace and regulatory requirements.</td>
</tr>
<tr>
<td></td>
<td>1.2 Control points for a person’s work area are identified according to workplace requirements.</td>
</tr>
<tr>
<td>2 Identify elements of the quality assurance (QA) system</td>
<td>2.1 Elements of the QA system are identified and related to workplace requirements.</td>
</tr>
<tr>
<td></td>
<td>2.2 Specifications for own work area are identified.</td>
</tr>
<tr>
<td>3 Follow requirements of a Hazard Analysis and Critical Control Points (HACCP) based QA system</td>
<td>3.1 Workplace requirements of the QA system are identified and followed.</td>
</tr>
<tr>
<td></td>
<td>3.2 Non-conforming products are reported to supervisor where this forms part of workplace requirements.</td>
</tr>
<tr>
<td></td>
<td>3.3 Consequences of not following workplace requirements are understood.</td>
</tr>
<tr>
<td>4 Identify quality control practices in a HACCP based QA system</td>
<td>4.1 Measures for quality control are identified.</td>
</tr>
<tr>
<td></td>
<td>4.2 Inspection and re-inspection procedures are identified.</td>
</tr>
<tr>
<td>5 Perform inspection of own work</td>
<td>5.1 Inspection of own work is carried out as prescribed in workplace requirements.</td>
</tr>
<tr>
<td></td>
<td>5.2 Corrective action is taken as laid down in workplace requirements.</td>
</tr>
</tbody>
</table>

### RANGE OF VARIABLES
The Range of Variables statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.
OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.
Worksite includes:
- immediate working area
- overall workplace.

Variations in QA systems may include:
- monitoring regimes
- inspection regimes
- state and AQIS quality assurance manual requirements
- meat processing, smallgoods manufacturing and meat preparation techniques.

Elements of the QA system may include:
- HACCP charts
- mission statement
- work instructions
- standard operating procedures
- corrective action
- monitoring procedures.

Inspection may include:
- visual/sight
- sample to be sent for testing.

Measures for monitoring quality control may include:
- receival procedures
- temperature monitoring program.

Corrective action may include:
- reporting procedures
- storage within time parameters.

Meat establishments may include:
- meat processing plants
- abattoirs
- slaughter floors
- boning rooms
- smallgoods establishments
- retail meat outlets
- supermarkets
- meat wholesalers
- food services establishments.
Mathematical operations and tasks relate to own work and work area problem solving. Calculators and computer software packages may be used.

Mathematical operations, tasks and language may include:

- routine estimations and calculations using a range of specified formula and procedures
- operations involving percentages, comparisons and variations
- accurate recording of temperature, time, volume, weight and quantity in standard formats/proformas
- reading and interpreting analog and digital measures including clocks, scales, pressured gauges, thermometers, cash registers
- interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc.

Mathematical information includes:

- voltage and current levels
- inflow/outflow of product
- grading specifications
- tare weights
- net weights
- tagging and labelling
- waste
- yield
- sampling
- supply and flow of consumables
- volume
- temperature
- time
- recipes.

Work instructions, standard operating procedures, explanations and reports may be:

- routine, simple brief
- in everyday workplace language, including some mathematical language
- presented orally
- presented in routine proformas using accurately copied information, symbols, numbers, abbreviations, codes, sketches and everyday workplace language.

Routine explanations and reports may be:

- in everyday workplace language and include mathematical language and commonly used technical terms
- presented orally
- presented in writing using standard formats or proformas, diagrams, symbols and charts
- include information from several sources
- directly related to own work and work area problem solving
- completed with the assistance of others.
PRE/CO-REQUISITES
MTMMP2B   Apply hygiene and sanitation practices

EVIDENCE GUIDE
The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

Underpinning knowledge
The following knowledge and understanding is essential to perform work to the required standard in this unit.

- List the hazards to food safety and quality for specific work areas.
- Identify control points for a specific task/activity and explain the tests or action taken at these points.
- Explain the potential risk, loss or damage if the required actions are not performed.
- Record and report mathematical information.
- Follow and interpret sequences/pathways in flow charts.
- Demonstrate a knowledge of:
  - the structure of quality systems
  - HACCP charts
  - hazards to food safety
  - critical control points
  - corrective actions for own work
  - monitoring processes.
- Explain any regulatory requirements relevant to the person’s work area.
- Explain the reasons for inspection and sampling.
- Explain sampling procedures where sampling is a part of the persons work duties.
- Explain the problems that may arise from not collecting samples correctly.
- Use appropriate technology in the recording of quality assurance information.

Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

Demonstrate the capacity to:
- Follow workplace requirements related to quality assurance.
- Identify hazards to food safety.
- Comply with regulatory requirements.
- Inspect own work to ensure compliance with requirements.
- Identify food safety and quality monitoring processes.
- Interpret, record and report mathematical information.
KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 2
- Communicating ideas and information ................................................................................................ 1
- Planning and organising activities ....................................................................................................... 1
- Working with others and in teams ....................................................................................................... 1
- Solving problems ................................................................................................................................. 1
- Using mathematical ideas and techniques ........................................................................................... 1
- Using technology ................................................................................................................................. 1

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competence by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of the individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through an holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills that underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.
RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

- *Meat Processing (Abattoirs) Resources CD or Meat Processing (Smallgoods) Resources CD, Compulsory Core*, Copyright DETYA (available from MINTRAC 1 800 817 462).
- ‘An Introduction to Microbiology, Hygiene and Quality Assurance’ video, (available from Meat & Livestock Australia 02 9463 9333).
MTMMP4B Follow safe work policies and procedures – Volume 5

Element – MTMMP4B Follow safe work policies and procedures

Unit descriptor
This unit deals with workplace practices which enable an employee to work safely in a meat establishment.

<table>
<thead>
<tr>
<th>Elements</th>
<th>Performance Criteria</th>
</tr>
</thead>
</table>
| 1 Fulfil OH&S responsibilities and recognise the OH&S responsibilities of key personnel | 1.1 OH&S responsibilities are met according to regulatory and workplace requirements.  
1.2 OH&S responsibilities of key personnel are recognised and related to in regard to their responsibilities. |
| 2 Follow workplace OH&S policies and procedures | 2.1 OH&S policies, procedures and programs are followed.  
2.2 Personal Protective Equipment (PPE) is used, maintained and stored as appropriate. |
| 3 Follow legal provisions related to OH&S | 3.1 Relevant provisions of OH&S legislation and codes of practice are followed. |
| 4 Contribute to OH&S | 4.1 OH&S issues are raised with designated personnel in accordance with workplace requirements and relevant OH&S legislation.  
4.2 Participative arrangements for OH&S are contributed to in the workplace within the organisational procedures and scope of responsibilities and competencies. |
| 5 Follow workplace requirements for hazard identification and risk control | 5.1 Hazards to health and safety in the work area are recognised and reported to designated personnel according to workplace requirements.  
5.2 Workplace requirements for controlling risks to health and safety are followed accurately. |
| 6 Follow emergency procedures | 6.1 Emergency procedures are followed according to workplace requirements.  
6.2 Appropriate reporting procedures for emergencies are followed according to workplace requirements. |
| 7 Operate machinery safely | 7.1 Machinery is operated according to safe work practices and procedures.  
7.2 Machinery is operated and maintained according to manufacturer’s specifications and workplace requirements. |
RANGE OF VARIABLES

The Range of Variables statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Worksite includes:
- immediate working area
- overall workplace.
Workplace requirements will include:

- work instructions
- standard operating procedures
- enterprise specific procedures
- hazard policy and procedures
- emergency, fire and accident procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Hazards may include:

- chemicals
- substances
- excessive noise
- poor or inadequate lighting
- poor ventilation
- confined spaces
- extremes of temperatures
- stress
- hazards associated with manual handling
- dust
- use of illicit drugs
- alcohol abuse
- fatigue
- equipment malfunctions
- electrical faults
- radiation
- hazards associate with knives
- zoonotic diseases
- communicable diseases.

Participative arrangements for OH&S may include:

- OH&S representatives
- OH&S committees
- workplace meetings.
Workplace OH&S policies, procedures and programs may include:

- OH&S policies and programs
- manual handling policies and programs
- OH&S inspectors/audits checklists
- confined spaces entry permit
- emergency procedures
- evacuation plans
- hazardous substances policy and programs
- noise reduction policy and programs
- sexual harassment policy and programs
- drugs and alcohol policy and programs.

Emergency procedures may include:

- evacuation plans
- accident/incident reporting and investigation procedures
- first aid procedures.

Meat establishments may include:

- meat processing plants
- abattoirs
- slaughter floors
- boning rooms
- smallgoods establishments
- retail meat outlets
- supermarkets
- meat wholesalers
- food services establishments.

Routine explanations and reports may be:

- in everyday workplace language and include mathematical language and commonly used technical terms
- presented orally
- presented in writing using standard formats or proformas, diagrams, symbols and charts
- include information from several sources
- directly related to own work and work area problem solving
- completed with the assistance of others.

Mathematical operations and tasks relate to own work and work area problem solving.
Mathematical operations, tasks and language may include:

- routine estimations and calculations using a range of specified formula and procedures
- operations involving percentages, comparisons and variations
- accurate recording of temperature, time, volume, weight and quantity in standard formats/pro formas
- reading and interpreting analog and digital measures including clocks, scales, pressured gauges, thermometers, cash registers
- interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc.

Calculators and computer software packages may be used.

**PRE/CO-REQUISITES**

There are no pre or co-requisites required for this unit.

**EVIDENCE GUIDE**

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

**Underpinning knowledge**

The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Explain the personal protective equipment that must be worn for different areas in the work site.
- Identify site emergency procedures including evacuation procedures.
- Outline the employee’s OH&S legal responsibilities.
- Outline the employer’s OH&S legal requirements.
- Explain the procedures for reporting accidents at the worksite.
- Explain safe operating procedures for machinery at the trainee’s work station.
- Explain the functions of OH&S committees and representatives at the work site (as appropriate).
- List hazards at the work site and control measures that have been put in place.
**Critical aspects**

Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Demonstrate the use, maintenance and storing of personal protective equipment required for different areas at the worksite, according to workplace requirements and manufacturer’s specifications.
- Follow emergency procedures including evacuation procedures according to workplace requirements.
- Meet the legal responsibilities for employees.
- Report an accident at the worksite according to workplace requirements.
- Operate machinery at the trainee’s work station to meet OH&S requirements.
- Demonstrate safe work practices in all activities at the work site.
- Select, organise and report routine information on OH&S issues.
- Make suggestions for improvement.
- Identify OH&S hazards in own work area and around general plant.
- Follow workplace OH&S policies and procedures.

**KEY COMPETENCIES**

This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ...............................................................1
- Communicating ideas and information ................................................................................................2
- Planning and organising activities........................................................................................................2
- Working with others and in teams........................................................................................................2
- Solving problems..................................................................................................................................1
- Using mathematical ideas and techniques ............................................................................................1
- Using technology..................................................................................................................................1

**CONTEXT OF ASSESSMENT**

What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competence by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of the individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.
Unit assessment

Evidence is most relevant when provided through an holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills that underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS

This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

- *Meat Processing (Abattoirs) Resources CD or Meat Processing (Smallgoods) Resources CD, Compulsory Core*, Copyright DETYA (available from MINTRAC 1 800 817 462).
Unit – MTMMP5B Communicate in the workplace

Unit descriptor
This unit deals with workplace communication practices. It includes the competencies to identify the enterprise’s communication channels, use communication skills to undertake and complete workplace requirements and contribute to positive workplace relations.

ELEMENTS

<table>
<thead>
<tr>
<th>ELEMENT</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Contribute to maintenance and improvement of workplace operations and requirements</td>
</tr>
<tr>
<td>1.1</td>
<td>Problems are solved by communicating with others.</td>
</tr>
<tr>
<td>1.2</td>
<td>Information, including mathematical information, is exchanged to perform workplace tasks and take appropriate action.</td>
</tr>
<tr>
<td>1.3</td>
<td>Spoken and written reports are provided clearly and promptly.</td>
</tr>
<tr>
<td>2</td>
<td>Identify key personnel in the workplace</td>
</tr>
<tr>
<td>2.1</td>
<td>Workplace’s organisational structure, mission statements and strategic plan are explained.</td>
</tr>
<tr>
<td>2.2</td>
<td>Key personnel are identified and their roles in the organisation are explained.</td>
</tr>
<tr>
<td>2.3</td>
<td>Role of trainees is explained.</td>
</tr>
<tr>
<td>3</td>
<td>Contribute to positive workplace relations</td>
</tr>
<tr>
<td>3.1</td>
<td>Communication styles of cultural, social and ethnic groups are recognised and considered.</td>
</tr>
<tr>
<td>3.2</td>
<td>Appropriate communication style for context and purpose is applied.</td>
</tr>
<tr>
<td>3.3</td>
<td>Regulatory and workplace ethical standards are considered in verbal and non-verbal communications.</td>
</tr>
</tbody>
</table>

RANGE OF VARIABLES
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.
Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Worksite includes:
- immediate working area
- overall workplace.
Meat establishments may include:

- meat processing plants
- abattoirs
- slaughter floors
- boning rooms
- smallgoods establishments
- retail meat outlets
- supermarkets
- meat wholesalers
- food services establishments.

Information relating to own work may be provided orally or in written, chart, diagram or poster form.

Written information may include:

- work instructions
- reports
- procedures
- policies
- messages
- job requirements
- any written information relevant to own work requirements.

Information relating to own work may include:

- codes of practice
- work instructions
- procedures
- policies
- scales, dials in analog or digital formats
- HACCP charts
- AUS-MEAT language charts
- messages
- grading specifications
- voltage meters and readings
- sample data
- packaging, load out and repackaging documentation
- labels, tags
- inspection schedules
- orders
- customer service standards
- pricing schedules and tickets
- notices
- industry/agency newsletters.
Audiences may include:
- colleagues
- superiors
- external parties
- customers
- clients
- business associates.

Maths terms include measurements for weight, volume, temperature and time.

Communications may be spoken, written, non-verbal and include signs and signals.

Communication may be with people from a range of cultural, social and ethnic backgrounds or with colleagues, superiors, customers, clients and external parties.

OH&S and hygiene and sanitation policies and work instructions include reporting requirements.

Explanations and reports are made in everyday workplace language including commonly used technical terms and some mathematical terms.

Work instructions, standard operating procedures, explanations and reports may be:
- routine, simple, brief
- in everyday workplace language, including some mathematical language
- presented orally
- presented in routine proformas using accurately copied information, symbols, numbers, abbreviations, codes, sketches and everyday workplace language.

PRE/CO-REQUISITES
There are no pre or co-requisites required for this unit.

EVIDENCE GUIDE
The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

Underpinning knowledge
The following knowledge and understanding is essential to perform work to the required standard in this unit.
- Identify sources of information relevant to own work.
- Identify and explain roles of key personnel in the workplace.
- Describe forms of feedback provided to fellow workers and key personnel.
- Outline workplace standards of behaviour.
Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Demonstrate effective communication techniques with supervisors and fellow workers.
- Demonstrate the exchange of relevant routine information with others to:
  - explain issues or problems
  - offer suggestions for improvement
  - reach conclusions
  - meet quality and food safety requirements.
- Copy and record workplace information accurately in routine formats and proformas.
- Participate in and contribute to meetings and discussions.
- Use appropriate communication styles when:
  - negotiating sensitive issues
  - working with cultural, social and ethnic groups
  - obtaining views and information from others.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 2
- Communicating ideas and information .................................................................................................. 2
- Planning and organising activities ........................................................................................................ 1
- Working with others and in teams ......................................................................................................... 2
- Solving problems .................................................................................................................................. 2
- Using mathematical ideas and techniques ............................................................................................ 1
- Using technology .................................................................................................................................. 2

CONTEXT OF ASSESSMENT AND UNIT ASSESSMENT
Refer to Section 4: What are Competency Standards? regarding Context of Assessment and Unit Assessment.

RESOURCE IMPLICATIONS AND SUPPORT MATERIALS
Refer to Section 4: What are Competency Standards? regarding Resource Implications and Support Materials.

Support materials for training include:
  OR
  AND
Unit – MTMMP6B Overview the meat industry

Unit descriptor
This unit provides employees with an understanding of the structure of the meat industry, their own workplace and work conditions.

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Work within industry structure</td>
<td>1.1 The composition and structure of the meat industry is examined to provide an overview for work priorities.</td>
</tr>
<tr>
<td></td>
<td>1.2 Major species and trade markets are examined.</td>
</tr>
<tr>
<td></td>
<td>1.3 The path of meat is traced from paddock to plate.</td>
</tr>
<tr>
<td></td>
<td>1.4 The flow of product is traced from stockyards to meat processing plant, to meat wholesalers and retailers, and through smallgoods plants.</td>
</tr>
<tr>
<td></td>
<td>1.5 Products are identified.</td>
</tr>
<tr>
<td>2 Apply workplace policies</td>
<td>2.1 Relevant workplace policies are obtained and applied.</td>
</tr>
<tr>
<td></td>
<td>2.2 Role of trainees is explained in relation to workplace policies.</td>
</tr>
<tr>
<td></td>
<td>2.3 Information on working conditions is obtained and followed.</td>
</tr>
<tr>
<td>3 Follow award/employment agreement provisions</td>
<td>3.1 Information about relevant award provisions and employment conditions are obtained and applied as appropriate.</td>
</tr>
<tr>
<td></td>
<td>3.2 Information on employee rights and responsibilities is obtained and applied.</td>
</tr>
<tr>
<td>4 Identify appropriate organisations and associations</td>
<td>4.1 Major industry organisations, peak bodies and regulatory bodies are identified and their roles discussed.</td>
</tr>
<tr>
<td>5 Follow Equal Employment Opportunity (EEO) legislative requirements</td>
<td>5.1 Information about EEO provisions is obtained and applied as appropriate.</td>
</tr>
<tr>
<td></td>
<td>5.2 Information on sexual harassment is obtained and policies against sexual harassment are complied with.</td>
</tr>
<tr>
<td>6 Demonstrate awareness of environmental issues in the meat industry</td>
<td>6.1 Relevant environmental regulatory requirements are identified and explained.</td>
</tr>
<tr>
<td></td>
<td>6.2 Workplace environmental policies and practices are identified and explained.</td>
</tr>
<tr>
<td></td>
<td>6.3 Consequences of not following workplace environmental policies and practices are understood.</td>
</tr>
</tbody>
</table>
RANGE OF VARIABLES

The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.
Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- enterprise ethical standards
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Worksite includes:
- immediate working area
- overall workplace.

Workplace policies may include:
- OH&S policies
- EEO policies
- mission statements
- strategic planning
- organisational structure
- Quality Assurance manual
- environmental policies
- work instructions.

Award provisions may relate to:
- state or federal awards
- enterprise bargaining agreements
- Australian workplace agreements.

Industry associations for the meat industry include:
- Australian Meat Processor Corporation (AMPC)
- Meat & Livestock Australia Pty Ltd (MLA)
- AUS-MEAT
- National Meat Association
- Cattle Council of Australia (CCA)
- Pork Council of Australia
- CSIRO Meat Research Institute
- Australian Meat Council (AMC)
- Australian Lot Feeders Association
- Australasian Meat Industry Employees Union (AMIEU)
- Sheep Meat Council of Australia
- National Farmers Federation
- Pork Research and Development Corporation (PRDC).
Environment regulatory requirements may include:

- odours and emissions
- waste management
- effluent treatment or control
- noise.

Workplace environmental policies and practices may vary.

Work instructions, standard operating procedures, explanations and reports may be:

- routine, simple brief
- in everyday workplace language, including some mathematical language
- presented orally
- presented in routine proformas using accurately copied information, symbols, numbers, abbreviations, codes, sketches and everyday workplace language.

Routine explanations and reports may be:

- in everyday workplace language and include mathematical language and commonly used technical terms
- presented orally
- presented in writing using standard formats or proformas, diagrams, symbols and charts
- include information from several sources
- directly related to own work and work area problem solving
- completed with the assistance of others.

Mathematical operations and tasks relate to own work and work area problem solving.

Calculators and computer software packages may be used.

Mathematical operations, tasks and language may include:

- routine estimations and calculations using a range of specified formula and procedures
- operations involving percentages, comparisons and variations
- accurate recording of temperature, time, volume, weight and quantity in standard formats/proformas
- reading and interpreting analog and digital measures including clocks, scales, pressured gauges, thermometers, cash registers
- interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc.

**PRE/CO-REQUISITES**

There are no pre or co-requisites required for this unit.

**EVIDENCE GUIDE**

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.
Underpinning knowledge
The following knowledge and understanding is essential to perform work to the required standard in this unit. Note that assistance may be gained with the reading or completion of any documentation.

- Outline the path of meat from paddock to plate.
- Explain the flow of product from receival to sale in your workplace.
- Name the products produced at your workplace.
- List the markets where your company's products are distributed.
- Identify relevant workplace policies and explain their implications to trainees.
- Explain trainees’ role in relation to workplace policies.
- Identify the award trainees are working under and explain aspects relevant to trainees.
- Explain employee’s responsibilities.
- Outline enterprise ethical standards and requirements for interacting with other employees and staff.
- Explain the principles of EEO and policies to prevent sexual harassment.

Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Follow relevant workplace policies.
- Relate to others in an effective and non-discriminatory way showing mutual respect.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 1
- Communicating ideas and information................................................................................................ 1
- Planning and organising activities ....................................................................................................... 1
- Working with others and in teams ....................................................................................................... 1
- Solving problems ................................................................................................................................. 1
- Using mathematical ideas and techniques ........................................................................................... 1
- Using technology ................................................................................................................................ 1
CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competence by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of the individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through an holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills that underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

  OR
- ‘An Introduction to the Meat Industry’ Extract from Australian Food (available from Chisholm Institute of TAFE 03 9209 5874).
Unit – MTMS2B Apply mathematical concepts

Unit descriptor
This unit outlines the competencies necessary for meat industry workers to record, calculate and interpret basic data in the performance of the job. This unit is suitable for personnel employed in all sectors of the industry including meat processing, smallgoods manufacturing, retail, wholesale and food service enterprises.

ELEMENTS

PERFORMANCE CRITERIA

1 Implement work instructions and workplace requirements

1.1 Mathematical information in relevant work instructions, standard operating procedures and documentation is recognised and used to complete workplace tasks.

1.2 Basic mathematical data is recorded and reported accurately according to workplace requirements.

1.3 Basic mathematical operations are used to perform workplace tasks.

RANGE OF VARIABLES

The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.
Personal Protective Equipment (PPE) may include:

- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements may include:

- work instructions
- standard operating procedures
- enterprise specific procedures.

Worksite includes:

- immediate working area
- overall workplace.

Units of measure include:

- measures for temperature, length, weight, volume and time (using 12 or 24 hour clock).

Mathematical signs, symbols and language:

- mathematical signs, symbols and language include abbreviations, technical language and everyday language
- mathematical language includes terms relating to quantity (whole numbers including decimals and percentages), measurement and comparison (eg more/less, over/under).

Mathematical concepts include:

- standard and out of standard performance
- sampling, eg representative and random samples
- under/over weight
- acceptable limits (eg chiller temperatures, cooking temperatures, temperature in display windows)
- ratios (eg in preparation of cleaning solutions, mixing corning brines, smoke times per kilo)
- percentages, estimation, rounding off (eg to nearest 5 cents)
- tally.
Mathematical operations and processes include:

- addition, subtraction, multiplication and division
- application to product characteristics and procedures
- estimation and calculation
- mathematical “equipment” used to perform operations may include calculators, cash registers, scales and pricing/ticketing machines, computer software programs.

Mathematical information:

- may be presented and recorded in simple, short, routine documentation and include dates, prices, weights and measures, times, quantities, temperatures
- may include use by dates, lot numbers, day numbers, orders, specifications, log books, quality check lists, batch sheets, statistical control sheets, tables and graphs (including waste and production graphs and tables)
- may be found in scales, display case/chiller temperature check sheets, temperature dials or controls, thermometers, cash registers, delivery and supply dockets, invoices, orders, petty cash dockets, receipts, use by dates, rosters, pay slips, price tickets and tags, product and pack labels, specifications.

Measuring equipment may be digital or analogue and include scales, thermometers, temperature probes, fat measures, weight controls.

Mathematical tasks may include:

- Retail:
  - calculation of charges and change for customers
  - weighing and supply of product
  - monitoring temperatures in display windows, chillers
  - participation in stock takes
  - receipt of products, checking quantities and weights
  - make up of orders
  - preparation of recipes, marinaded products, smoked, cured, corned or cooked products
  - application of sanitising and cleaning products
  - calculation of opening hours, own working hours and wages, cooking/chilling times
  - copying of mathematical information including time sheets, orders and dockets, price tickets
  - measurement according to specifications, eg fat depth, controlled portions.

- Smallgoods
  - recording batch numbers and codes
  - making stock counts
  - reading recipes and measuring ingredient quantities
  - monitoring cooking temperatures and times
  - making up orders for dispatch
  - checking, labelling carton weights
  - measuring waste
  - mixing, cleaning and sanitising solutions.
• Abattoirs and Boning Rooms
  – checking tails/tags
  – monitoring carcase weight
  – checking chiller temperature
  – mixing cleaning and sanitising solutions
  – operating and checking stunning equipment
  – pre operational checks
  – measuring fat depth
  – maintaining supplies of materials
  – packing, selecting, labelling and despatching cartons.

Retail store policies may include:
• rounding off policies, eg lowest/highest/nearest five cents
• discounts
• calculation of price on trimmed or untrimmed weight pricing.

Routine explanations and reports may:
• be in everyday workplace language and include mathematical language and commonly used technical terms
• be presented orally
• be presented in writing using standard formats or proformas, diagrams, symbols and charts
• include information from several sources
• be directly related to own work and work area problem solving
• be completed with the assistance of others
• involve communication with people from a range of cultural, social and ethnic backgrounds and with colleagues, superiors, customers, clients and external parties. Communication technology may be used.

PRE/CO-REQUISITES
There are no pre-requisites required for this unit.

EVIDENCE GUIDE
The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

Underpinning knowledge
The following knowledge and understanding is essential to perform work to the required standard in this unit.
• Identify units of measure used in the workplace.
• Record/copy mathematical information accurately.
• Recognise numbers and mathematical symbols.
• Recognise and apply mathematical language relevant to own work situation.
Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.
- Recognise mathematical information presented in graphs, eg recognise targets and acceptable limits, trends, increases and decreases in sales, production etc.
- Draw conclusions from basic mathematical data.
- Report mathematical data where required.
- Complete basic mathematical operations required in own work, with or without a calculator.
- Demonstrate the operation of basic measuring equipment used in own work.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:
- Collecting, analysing and organising ideas and information ............................................................... 1
- Communicating ideas and information ................................................................................................. 1
- Planning and organising activities ........................................................................................................ 1
- Working with others and in teams ...................................................................................................... 1
- Solving problems ................................................................................................................................. 1
- Using mathematical ideas and techniques ........................................................................................... 1
- Using technology ................................................................................................................................. 1

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competence is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.
- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of the individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time which is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competency contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through an holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:
- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.
RESOURCE IMPLICATIONS

This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

- Meat Processing (Smallgoods) Resources CD – Certificate I (available from MINTRAC 1800 817 462).
Unit – FDFOPTRM1A Conduct minor routine preventative maintenance

Unit descriptor
This unit is a contextualisation for the meat industry of the guideline unit *FDFOPTRM1A Conduct minor routine preventative maintenance* and contains a meat industry specific range of variables and evidence guide. Unit outcomes remain unchanged. It covers the competencies to carry out routine preventative maintenance as agreed in the workplace.

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select and use hand operated or hand held power tools</td>
</tr>
<tr>
<td>1.1</td>
<td>Hand and power tools are selected according to task requirements.</td>
</tr>
<tr>
<td>1.2</td>
<td>Tools are checked before use and unsafe and/or faulty items are reported within standard procedures.</td>
</tr>
<tr>
<td>1.3</td>
<td>Tools are used according to manufacturers’ specifications to achieve desired outcomes.</td>
</tr>
<tr>
<td>1.4</td>
<td>Tools are stored safely in designated location.</td>
</tr>
<tr>
<td>2</td>
<td>Undertake minor routine preventative maintenance</td>
</tr>
<tr>
<td>2.1</td>
<td>Routine preventative maintenance on equipment is carried out in association with fellow workers in accordance with workplace agreement and company procedures.</td>
</tr>
<tr>
<td>2.2</td>
<td>Grease and oil is applied as directed according to manufacturers’ specifications and maintenance schedule.</td>
</tr>
<tr>
<td>2.3</td>
<td>Faulty application of lubricants is identified and reported in accordance with standard procedures.</td>
</tr>
<tr>
<td>2.4</td>
<td>OHS non-compliance is identified, rectified and/or reported.</td>
</tr>
<tr>
<td>2.5</td>
<td>Waste arising from routine preventative maintenance is disposed of according to company procedures.</td>
</tr>
<tr>
<td>2.6</td>
<td>Routine preventative maintenance information is recorded in the company reporting system.</td>
</tr>
</tbody>
</table>

RANGE OF VARIABLES
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.
OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice, etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.
Work instructions, standard operating procedures and reports may be:
- directly related to own
- routine, simple and brief
- in everyday workplace language, including some mathematical language
- presented orally
- presented in routine standard proformas using accurately copied information, symbols, numbers, abbreviations, sketches, codes and everyday workplace language
- completed with the assistance of others.

Communication may be with people from a range of cultural, social and ethnic backgrounds.

Communication technology may be used.

Minor routine preventative maintenance covering servicing and minor adjustments/repairs to plant and equipment will be conducted within workplace agreements.

Tools and equipment used for servicing may include:
- small hand tools
- power tools
- grease guns.

Supplies for routine maintenance may include:
- grease
- oil
- chemicals
- water
- steam
- power
- air.

Information systems may be print or screen based.

**PRE/CO-REQUISITES**
MTMMP2B Apply hygiene and sanitation practice
MTMMP3B Apply quality assurance practices
MTMMP4B Follow safe work policies and procedures
MTMS2B Apply mathematical concepts

**EVIDENCE GUIDE**
The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.
Underpinning knowledge
The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Purpose and use of routine preventative maintenance.
- Purpose and use of common hand and power tools used in routine preventative maintenance.
- Common types of grease/oil used to lubricate equipment in work areas.
- Workplace information such as lubrication schedules.
- Roles and relationships with others involved in carrying out maintenance functions.
- Links between routine preventative maintenance to other work to be achieved by routine maintenance.
- Common problems in conducting routine preventative maintenance services used in preventative maintenance.
- OHS hazards and controls.
- Food safety factors in maintaining/servicing.
- Isolation procedures.
- Environmental issues and controls related to routine preventative maintenance.
- Waste handling requirements.
- Plant and equipment.

Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

Demonstrated ability to:

- Access workplace information to identify routine maintenance requirements.
- Select, fit and use personal protective clothing and/or equipment.
- Prepare equipment and work area to conduct preventative maintenance.
- Select and use hand and power tools to carry out maintenance task.
- Select and apply the correct lubricants in servicing plant/equipment.
- Identify faults in routine preventative maintenance.
- Rectify/report faulty maintenance.
- Clean preventative maintenance tools/equipment.
- Pack/store tools in designated location.
- Maintain work area to meet housekeeping standards.
- Report/record maintenance information as required.
KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 1
- Communicating ideas and information ................................................................................................ 1
- Planning and organising activities........................................................................................................ 1
- Working with others and in teams........................................................................................................ 1
- Solving problems.................................................................................................................................. 1
- Using mathematical ideas and techniques............................................................................................ 1
- Using technology.................................................................................................................................. 1

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.
RESOURCE IMPLICATIONS

This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.
# Unit – MTMPS201A Clean work area during operations

**Unit descriptor**

This unit deals with the competencies required to perform ongoing cleaning and housekeeping tasks for a production area during working hours.

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Remove waste from work areas</td>
<td>1.1 Waste is deposited into correct bins, hoppers and chutes in accordance with workplace requirements.</td>
</tr>
<tr>
<td></td>
<td>1.2 Correct shovels, brooms and bins are used when gathering waste material to avoid cross-contamination of product and work areas.</td>
</tr>
<tr>
<td></td>
<td>1.3 Work area is kept free from waste or trimmings to ensure a safe working environment for fellow workers.</td>
</tr>
<tr>
<td></td>
<td>1.4 Segregation of edible and inedible product is maintained at all times (where applicable).</td>
</tr>
<tr>
<td></td>
<td>1.5 Work is performed without contaminating edible product (where applicable).</td>
</tr>
<tr>
<td></td>
<td>1.6 Waste in bins and tubs is shifted in accordance with manual handling procedures.</td>
</tr>
<tr>
<td>2 Clean areas during production</td>
<td>2.1 Work areas are cleaned in accordance with work instructions avoiding contamination of product.</td>
</tr>
<tr>
<td></td>
<td>2.2 Cleaning chemicals are used as directed and in accordance with workplace requirements. (NB: This may or may not form part of an individual’s duties).</td>
</tr>
<tr>
<td>3 Wash and store cleaning equipment, tubs and bins</td>
<td>3.1 Hoses are rolled and stored safely in accordance with workplace requirements.</td>
</tr>
<tr>
<td></td>
<td>3.2 Brooms, shovels and scrubbing brushes are cleaned and stored appropriately when not in use.</td>
</tr>
<tr>
<td></td>
<td>3.3 Chemicals (if used) are stored in accordance with workplace requirements in designated locations.</td>
</tr>
<tr>
<td></td>
<td>3.4 All bins, tubs etc, are sanitised in accordance with workplace requirements (where applicable).</td>
</tr>
</tbody>
</table>
RANGE OF VARIABLES

The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:

- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:

- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:

- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:

- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.
Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Worksite includes:
- immediate working area
- overall workplace.

Cleaning work may cover one of the following work areas:
- slaughter floor
- rendering plant
- boning room
- or any other area in a meat establishment
- stockyards
- by-products processing plant
- amenities
- smallgoods establishments
- meat retailing establishments.

Equipment used may include:
- hot and cold hoses
- brooms and shovels
- cleaning cloths
- bins and tubs
- brushes.

Work instructions will be documented in a government approved HACCP program.

Cleaning of work areas and disposal of waste may form all or a significant part of employees’ duties and may cover all or part of a production area.

Current Australian Standards.

Environmental protection standards, controls and protocols.
Routine explanations and reports may be:

- in everyday workplace language and include mathematical language and commonly used technical terms
- presented orally
- presented in writing using standard formats or proformas, diagrams, symbols and charts
- include information from several sources
- directly related to own work and work area problem solving
- completed with the assistance of others.

**PRE/CO-REQUISITES**

- MTMMP2B Apply hygiene and sanitation practices
- MTMMP3B Apply quality assurance practices
- MTMMP4B Follow safe work policies and procedures

**EVIDENCE GUIDE**

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

**Underpinning knowledge**

The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Explain the potential threat to the edible product of inadequate cleaning.
- Explain OH&S requirements associated with the work, eg using very hot water, using correct manual handling procedures, and maintaining a safe work environment for others.
- Outline the impact of incorrect disposal of waste on the environment and by-products processing.
- Explain the correct usage of chemicals (as required).
- Outline the importance of following the documented cleaning procedure/schedule.
- Outline the importance of, and difference between, wet and dry cleaning procedures.
- Explain the importance of dealing with or reporting problems associated with waste disposal (eg blocked chutes or drains).
- Demonstrate a broad understanding of the inedible waste processing that occurs in the meat industry.
- Identify OH&S issues associated with cleaning during operations.
Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Demonstrate the capacity to clean the work area safely during operations.
- Demonstrate the capacity to follow work instructions which may require the employee to:
  - sort and dispose of waste in accordance with workplace requirements
  - use hoses in a manner that effectively cleans without contaminating surfaces, edible or inedible product
  - use cleaning materials and equipment in a safe and hygienic manner
  - store equipment and chemicals (where used) safely
  - maintain cleanliness of work areas and surfaces to workplace specifications
  - communicate with supervisor any problems or difficulties.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 1
- Communicating ideas and information ................................................................................................ 1
- Planning and organising activities ........................................................................................................ 1
- Working with others and in teams...................................................................................................... 1
- Solving problems.................................................................................................................................. 1
- Using mathematical ideas and techniques........................................................................................... 1
- Using technology.................................................................................................................................. 1

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.
Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

  OR
Unit – MTMS101A Handle materials and products

Unit descriptor
This unit outlines the competencies needed by workers to handle raw materials and products in a meat establishment.

### ELEMENTS

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Handle meat products</td>
<td>1.1 Meat is identified according to labels.</td>
</tr>
<tr>
<td></td>
<td>1.2 Meat is handled and transferred in accordance with workplace and OH&amp;S requirements.</td>
</tr>
<tr>
<td></td>
<td>1.3 Meat is handled using safe manual handling techniques.</td>
</tr>
<tr>
<td></td>
<td>1.4 Meat product is handled hygienically according to regulatory and workplace requirements.</td>
</tr>
<tr>
<td></td>
<td>1.5 Meat product is stored according to workplace, regulatory, hygiene and sanitation and QA requirements.</td>
</tr>
<tr>
<td>2 Handle materials (as appropriate)</td>
<td>2.1 Raw materials are handled in accordance with workplace, OH&amp;S, and hygiene requirements.</td>
</tr>
<tr>
<td>3 Maintain clean holding room</td>
<td>3.1 Holding room is cleaned to workplace, OH&amp;S, hygiene and regulatory requirements.</td>
</tr>
</tbody>
</table>

### RANGE OF VARIABLES

The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.
Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Storage facilities may include:
- cool room
- freezer
- holding room
- meat cabinets
- temperature rooms.

Meat products may include:
- raw meat products
- cooked meat products
- cured meat products.
Materials may include:
- binders
- spices
- curing agents
- seasonings
- cartons
- film
- labels
- or any other material depending on the area the person is working in.

Workplace requirements may include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- hazard policy and procedures
- emergency, fire and accident procedures.

Work instructions, standard operating procedures, explanations and reports may be:
- routine, simple brief
- in everyday workplace language, including some mathematical language
- presented orally
- presented in routine proformas using accurately copied information, symbols, numbers, abbreviations, codes, sketches and everyday workplace language.

Documentation may be read or completed with the assistance of others.

**PRE/CO-REQUISITES**

MTMMP2B  Apply hygiene and sanitation practices
MTMMP3B  Apply quality assurance practices
MTMMP4B  Follow safe work policies and procedures
MTMS2B   Apply mathematical concepts

**EVIDENCE GUIDE**

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.
Underpinning knowledge
The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Explain the importance of storing meat at the required refrigerated temperature.
- Explain the importance of maintaining a constant ambient temperature for the storage of raw meat products.
- Explain stock rotation requirements according to regulatory and hygiene standards.
- Identify and explain the handling of a variety of raw materials used in meat establishments.

Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Handle meat products in accordance with:
  - workplace requirements
  - OH&S requirements
  - hygiene and sanitation requirements.
- Demonstrate correct manual handling techniques whilst handling meat products.
- Handle materials in accordance with workplace, OH&S, hygiene and sanitation requirements.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 1
- Communicating ideas and information................................................................................................ 1
- Planning and organising activities ....................................................................................................... 1
- Working with others and in teams ....................................................................................................... 1
- Solving problems ................................................................................................................................. 1
- Using mathematical ideas and techniques ........................................................................................... 1
- Using technology .................................................................................................................................. 1
CONTEXT OF ASSESSMENT

What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competence by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of the individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment

Evidence is most relevant when provided through an holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills that underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS

This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

- ‘Handle Raw Materials’ (4080094TRG) available from Australian Training Products, www.atpl.net.au OR
Unit – MTMS102A Pack smallgoods product

Unit descriptor
This unit describes the competencies necessary to hand weigh, arrange and bag meat products as required.

ELEMENTS | PERFORMANCE CRITERIA
--- | ---
1 Weigh product | 1.1 Product is inspected and graded according to workplace requirements.
 | 1.2 Product outside of specifications is handled according to workplace requirements.
 | 1.3 Corrective action is taken according to workplace requirements if product is outside specifications.
 | 1.4 Product is weighed according to workplace, hygiene and sanitation, QA and regulatory requirements (if required as part of work instructions).
2 Arrange product | 2.1 Product is arranged according to workplace, hygiene and sanitation and QA requirements (if required as part of work instructions).
3 Bag and seal product | 3.1 Product is bagged according to workplace, hygiene and sanitation and QA requirements (if part of work instructions).
4 Inspect product | 4.1 Product is inspected for defects according to workplace, hygiene and sanitation and QA requirements and customer specifications (if required as part of work instructions).
 | 4.2 Appropriate action is taken for defects according to workplace requirements (if part of work instructions).
5 Place product into container | 5.1 Product is prepared for containers according to workplace, hygiene and sanitation and QA requirements.
 | 5.2 Product is packed into containers according to workplace, hygiene and sanitation and QA requirements.

RANGE OF VARIABLES
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.
OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.
Worksite includes:
- immediate working area
- overall workplace.

Work instructions, standard operating procedures and reports may be:
- directly related to own
- routine, simple and brief
- in everyday workplace language, including some mathematical language
- presented orally
- presented in routine standard pro formas using accurately copied information, symbols, numbers, abbreviations, sketches, codes and everyday workplace language
- completed with the assistance of others.

Communication may be with people from a range of cultural, social and ethnic backgrounds.

Communication technology may be used.

Mathematical tasks relate to own work and may be completed using calculators and the assistance of others.

Mathematical operations, tasks and language may include:
- routine simple calculations using specified fixed formula and procedures
- recognition and accurate copying of numbers relating to temperature, time, volume, weight and quantity
- reading and interpreting analog and digital measures including clocks, scales, pressure gauges, thermometers, cash registers
- following basic flow charts, mimic panels and numerically sequenced tasks and procedures
- recognising out of specification, acceptable or unacceptable range on simple graphs and charts
- understanding and accurately using terms such as hotter/cooler, heavier/lighter, slow/fast, increasing/decreasing, lower/higher in own work.

PRE/CO-REQUISITES
MTMMP2B Apply hygiene and sanitation practices
MTMMP3B Apply quality assurance practices
MTMMP4B Follow safe work policies and procedures

EVIDENCE GUIDE
The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.
Underpinning knowledge
The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Explain the inspection and grading of meat prior to packaging and the action to be taken if meat is outside specifications.
- Explain how a variety of products may need to be arranged in bags.
- Explain the requirements related to bagging products.
- Explain the requirements for inspecting bagged products and the action to be taken if defects are found.
- Explain the procedures for packing products into containers for a variety of different products.
- Explain labelling requirements.

Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Demonstrate the inspection and grading of a variety of products prior to packaging.
- Take corrective action for products that don’t meet specifications.
- Demonstrate the accurate weighing of a variety of products.
- Demonstrate the bagging and sealing of product to workplace, hygiene and QA requirements.
- Demonstrate the inspection of bagged product for defects and take appropriate action for defects.
- Demonstrate the packing and arranging of product into containers according to workplace requirements.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 1
- Communicating ideas and information ................................................................................................1
- Planning and organising activities........................................................................................................1
- Working with others and in teams.......................................................................................................1
- Solving problems.................................................................................................................................1
- Using mathematical ideas and techniques..........................................................................................1
- Using technology...............................................................................................................................1
CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.
Unit – TDTF897B Provide first aid in the workplace

Unit descriptor
This unit describes the knowledge and skills required to provide first aid in the workplace in accordance with applicable state/territory regulations. Competency is usually gained by successful completion of any recognised basic first aid course. This unit is a contextualisation for the meat industry of the unit TDTF897B Provide first aid and contains a meat industry specific range of variables. Unit outcomes remain unchanged.

ELEMENTS

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Assess first aid needs</td>
<td>1.1 The safety of injured persons, bystanders and self in an accident situation is assessed in accordance with first aid procedures.</td>
</tr>
<tr>
<td></td>
<td>1.2 The condition of the injured or ill person is assessed in accordance with first aid procedures.</td>
</tr>
<tr>
<td>2 Respond to first aid needs within limitations of duty of care</td>
<td>2.1 Wounds, injuries and minor disorders are correctly managed until medical assistance is available in accordance with first aid procedures.</td>
</tr>
<tr>
<td></td>
<td>2.2 Emergency is dealt with effectively in accordance with enterprise procedures.</td>
</tr>
<tr>
<td></td>
<td>2.3 One person and two person Cardio Pulmonary Resuscitation (CPR) is performed following safety procedures.</td>
</tr>
<tr>
<td></td>
<td>2.4 Correct techniques for moving sick/injured persons are used as appropriate.</td>
</tr>
</tbody>
</table>

RANGE OF VARIABLES
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.
Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Worksite includes:
- immediate working area
- overall workplace.
Items used may include:
- face masks and disinfecting equipment
- range of bandages, slings and wound dressing materials
- gloves, aprons
- resuscitation mannequin and associated materials and equipment.

**PRE/CO-REQUISITES**
There are no pre or co-requisites required for this unit.

**EVIDENCE GUIDE**
The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

**Underpinning knowledge**
The following skills and knowledge are essential to perform work to the required standard in this unit. However, the focus of this range will vary according to the target markets of a particular workplace.

Display of the following knowledge in terms of job role or function:
- Understanding of the implications of Occupational Health and Safety legislation and codes of practice.
- Understanding of appropriate first aid measures.
- Appropriate identification of symptoms and appropriate first aid treatment.
- Referrals to appropriate internal personnel or external medical services made when required.
- Requirements for approved work procedures and relevant equipment.
- Application of relevant agreements, codes or practice or other legislative requirements.
- Identification and correct use of equipment, processes and procedures.

**Critical aspects**
Evidence of the following skills is considered essential to demonstrate competency in this unit.

Assessment must confirm appropriate skills to:
- Communicate effectively.
- Identify vital signs and monitor condition of patient(s).
- Apply CPR (as appropriate).
- Comfort and support patient(s).
- Follow procedures.
- Work co-operatively as part of a team.
- Locate, interpret and apply relevant information.
- Identify and safely handle equipment and goods as appropriate.
- Use safety precautions appropriate to the task.
Consistency in performance may include:

- Establishes effective working relationships with colleagues.
- Maintains confidentiality of customers, enterprise operations, equipment and materials carried.
- Modifies work practices to cater for variations in workplace contexts and environments.
- Hazard policies and procedures including Codes of Practice.
- Emergency, fire and accident procedures.
- The use of personal protective clothing and equipment.
- Industry standards according to the nature of the task.
- Hazard identification.
- Effectively negotiates to resolve issues and problems.
- Demonstrates consistency of performance over a period of time and in a range of contexts.
- Shows evidence of application of relevant enterprise procedures, including Codes of Practice, hazard policies and procedures.
- Issue resolution procedures.
- Job procedures and work instructions.
- Guidelines relating to the safe use of equipment.
- Quality assurance procedures (where existing).
- Housekeeping processes.
- Waste, pollution and recycling management processes.
- Action taken promptly when accidents and incidents occur by reporting within regulatory requirements and following enterprise procedures.
- Work completed systematically without injury to self or others or damage to goods, equipment or products in production.

**KEY COMPETENCIES**

This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 2
- Communicating ideas and information ................................................................................................ 1
- Planning and organising activities ....................................................................................................... 2
- Working with others and in teams ....................................................................................................... 1
- Solving problems ................................................................................................................................. 2
- Using mathematical ideas and techniques ........................................................................................... 1
- Using technology ................................................................................................................................. 1
CONTEXT OF ASSESSMENT

What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment

- Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:
  - Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
  - Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS

This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

- ‘Australian First Aid’ (available from St John Ambulance Australia (NSW) 02 9212 1088).
MTM10100 Certificate II Meat Processing (Smallgoods) – Technical units
Unit – BSATEC203A Operate a computer to produce simple documents

Unit descriptor
This unit covers using a computer to create new files and to create a document. This unit is a contextualisation for the meat industry of BSATEC203A Operate a computer to produce simple documents from the Business Services Training Package. The range statement has been contextualised for the meat industry. The outcomes remain unchanged and the units are equivalent.

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
</table>
| 1 Create file | 1.1 Appropriate software is selected.  
1.2 New file is opened and named. |
| 2 Produce document from written text using standard format | 2.1 Keyboard and mouse are operated within the designated speed and accuracy requirements.  
2.2 Document is produced with the required data.  
2.3 Document is produced in the required style and format.  
2.4 Document is produced within designated time lines.  
2.5 Document is saved regularly to avoid loss of data.  
2.6 OH&S guidelines relating to screen based equipment and ergonomic workstations are observed. |
| 3 Edit information | 3.1 Data to be edited is identified.  
3.2 Data is entered, changed or deleted using keyboard/mouse.  
3.3 Document is saved regularly to avoid loss of data.  
3.4 Edited information is checked against original for accuracy of contents.  
3.5 Spelling, grammar and numeric data are checked.  
3.6 Data is proof read prior to print. |
| 4 Use manuals and online help to solve software problems | 4.1 Online help for software programs is used to solve problems.  
4.2 Manuals and training notes are used to solve problems.  
4.3 User documentation specific to the enterprise is used where provided. |
ELEMENTS

5 Print document

5.1 Print preview is used to check document for format and layout.
5.2 Adjustments to layout made where necessary to suit printed document.
5.3 Appropriate stationery is loaded into the printer.
5.4 Document is printed as required.

6 Save file and exit the system

6.1 Document is saved and stored in appropriate directory or folder.
6.2 File is closed and applications programs are exited without loss of data.
6.3 Backup copies of files are made in accordance with specified procedures if required.
6.4 Disks/data are filed and stored in accordance with enterprise procedures.

RANGE OF VARIABLES

The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.
Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Worksite includes:
- immediate working area
- overall workplace.

Workplace requirement will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Enterprise procedures and policies:
- backup procedures.

Equipment used:
- computers
- printers.

Software packages may include the following:
- databases
- spreadsheets
- word processing
- email.
Simple documents may include but are not exclusive to:
- memos
- tables
- faxes
- email
- standard letters
- invoices
- standard reports.

Complexity of software functions being accessed.

Enterprise operating network protocols.

Instructions:
- manufacturer’s guidelines
- procedures manual
- training notes.

Relevant legislation:
- OH&S
- copyright
- food safety.

Routine explanations and reports may be:
- in everyday workplace language and include mathematical language and commonly used technical terms
- presented orally
- presented in writing using standard formats or proformas, diagrams, symbols and charts
- include information from several sources
- directly related to own work and work area problem solving
- completed with the assistance of others.

**PRE/CO-REQUISITES**
There are no pre or co-requisites required for this unit.

**EVIDENCE GUIDE**
The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.
Underpinning knowledge

The following knowledge and understanding is essential to perform work to the required standard in this unit.

- A simple document is that which is produced by using a range of standard functions on a software package.
- Evidence of satisfactory performance in this unit is best obtained by observation of performance, questioning and discussion. More specifically, to indicate understanding and knowledge of operating a computer to produce simple documents in accordance with enterprise procedures and policies, check that an understanding of a range of software applications is demonstrated.

Critical aspects

Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Speed and accuracy are to enterprise standards (this may be the standard in Standards Australia AS 2708 - 1991 Typing Speed or AS 3549 - 1989 Typing Accuracy).
- Final document is produced correctly and in the appropriate/required format.
- Wastage of paper is minimised with the impact on the environment underpinning office administration procedures.

KEY COMPETENCIES

This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 1
- Communicating ideas and information ................................................................................................1
- Planning and organising activities........................................................................................................1
- Working with others and in teams.......................................................................................................1
- Solving problems..................................................................................................................................1
- Using mathematical ideas and techniques............................................................................................1
- Using technology..................................................................................................................................2
CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.
Unit – FDFOPTNUM2A Measure and calculate routine workplace data

Unit descriptor
This unit is a contextualisation for the meat industry of the unit *FDFOPTNUM2A Measure and calculate routine workplace data* and contains a meat industry specific range of variables. Unit outcomes remain unchanged. The unit covers calculating and recording workplace measurements commonly used in the food and beverage processing industry, including the use of measuring instruments.

### ELEMENTS

<table>
<thead>
<tr>
<th>ELEMENT</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
</table>
| 1 Use routine measuring instruments | 1.1 Measuring instruments are selected and used to measure common workplace units.  
1.2 Faults with measuring instruments are identified and reported according to standard procedures. |
| 2 Calculate routine workplace measures | 2.1 Basic arithmetic processes are used to calculate routine workplace measures of product characteristics.  
2.2 Calculations are verified by using estimating techniques. |
| 3 Calculate performance measures | 3.1 Percentages, ratios and proportions are calculated to derive information about workplace requirements and performance.  
3.2 Deviations in performance are identified and measured to determine the extent of variation. |
| 4 Record routine workplace data | 4.1 Results are recorded on standard graphs/charts.  
4.2 Errors in recording information on charts are identified and rectified.  
4.3 Graphs/charts are interpreted to identify trends and variations. |

### RANGE OF VARIABLES

The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice, etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.
Regulatory requirements may include:
  • requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
  • requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
  • requirements set out in ‘ANZFA Food Standards Code’
  • state regulations regarding meat processing
  • relevant regulations
  • Export Control Act.

Hygiene and sanitation requirements may include:
  • relevant government regulations
  • workplace requirements.

Personal Protective Equipment (PPE) may include:
  • uniforms
  • waterproof clothing
  • work, safety or waterproof footwear
  • protective head and hair covering
  • lifting assistance
  • eye and facial protection
  • protective hand and arm covering
  • mesh apron
  • ear plugs/muffs
  • coat and apron
  • headwear
  • protective boot covers.

Worksite includes:
  • immediate working area
  • overall workplace.

Workplace requirements will include:
  • work instructions
  • standard operating procedures
  • enterprise specific procedures
  • enterprise specific procedures
  • OH&S requirements
  • quality assurance requirements
  • the ability to perform the task to production requirements.
Meat and meat products may include:
- bone in, bone out, sliced or trimmed meat
- value added products
- smallgoods.

Work is carried out in accordance with company procedures, licensing requirements, legislative requirements and industrial awards and agreements.

The measuring devices may typically include scales, vernier callipers, meters, gauges.

The arithmetic processes are addition, subtraction, multiplication, division.

Performance measures include percentage, ratio and proportion.

Product characteristics may include weight, volume, temperature and length.

Typical of the charts used to record information is a Statistical Process Chart or similar record.

Calculations may be made manually or by calculator.

Records may be recorded manually or through the use of computer based systems and be in print form and/or in an electronic system.

Information systems may be print or screen based.

PRE/CO-REQUISITES
There are no pre-co-requisites for this unit.

EVIDENCE GUIDE
The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

Underpinning knowledge
The following knowledge and understanding is essential to perform work to the required standard in this unit. Knowledge of:
- the purpose of measuring instruments
- units of measurement
- the principles of measurement
- the relationship between different measurement scales
- the use of percentages, ratios and proportions
- mathematical symbols and diagrams
- mathematical processes
- estimation processes
- the purpose of graphs/charts
- the presentation of mathematical data for use in the workplace.
Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

Demonstrated ability to:

- Select and operate instruments to measure dimensions
- Identify routine faults in measuring instruments
- Calculate results using whole numbers
- Calculate results using simple fractions
- Calculate results using decimals
- Calculate percentages
- Calculate ratios
- Calculate proportions
- Verify calculations
- Record information in required format
- Interpret graphs/charts
- Identify deviations in performance.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 1
- Communicating ideas and information ................................................................................................ 1
- Planning and organising activities ....................................................................................................... 1
- Working with others and in teams ....................................................................................................... 1
- Solving problems ................................................................................................................................. 1
- Using mathematical ideas and techniques ........................................................................................... 2
- Using technology ................................................................................................................................. 1
CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competence is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of the individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time which is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competency contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through an holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real or simulated work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements
  - work procedures including advice on safe work practices, food safety and environmental requirements
- work tasks requiring estimation and calculation
- conversion tables where required
- calculators as required
- workplace forms/documents/charts/graphs used for recording data
- measuring instrumentation
- statistical process control charts or similar records.
Unit – FDFOPTRM2A Conduct routine preventative maintenance

Unit descriptor
This unit covers the competencies to carry out routine preventative maintenance as agreed in the workplace. It is a contextualisation for the meat industry of the Food Processing Industry unit FDFOPTRM2A Conduct routine preventative maintenance and contains a meat industry specific range of variables. Unit outcomes remain unchanged.

ELEMENTS | PERFORMANCE CRITERIA
---|---
1 Conduct routine check of plant and equipment | 1.1 Visual checks are made of plant and equipment to detect signs of defects and damage in accordance with preventative maintenance documentation and procedures.
 | 1.2 Requirement for the adjustment, repair, replacement or modification of plant and equipment is reported within workplace systems.
2 Implement routine preventive maintenance | 2.1 Routine adjustments and repairs are made to plant and equipment within workplace procedures and agreements.
 | 2.2 Greasing, lubrication and other regular servicing of plant and equipment is carried out in accordance with workplace schedules, procedures and agreements.
 | 2.3 Equipment is cleaned and returned to operating order after maintenance is complete.
 | 2.4 Out of specification preventive maintenance is identified, rectified and/or reported.
 | 2.5 Waste arising from preventative maintenance is collected, treated and disposed of or re-cycled according to company procedures.
 | 2.6 Routine maintenance information is recorded in the company reporting system.

RANGE OF VARIABLES
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice, etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.
Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Worksite includes:
- immediate working area
- overall workplace.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.
- perform the task to production requirements.
Work instructions, standard operating procedures and reports may be:
- directly related to own
- routine, simple and brief
- in everyday workplace language, including some mathematical language
- presented orally
- presented in routine standard proformas using accurately copied information, symbols, numbers, abbreviations, sketches, codes and everyday workplace language
- completed with the assistance of others.

Communication may be with people from a range of cultural, social and ethnic backgrounds.

Communication technology may be used.

Routine preventative maintenance can include servicing and minor adjustments/repairs to plant and equipment and is conducted within workplace agreements.

Tools and equipment used for servicing may include:
- small hand tools
- power tools
- grease guns.

Supplies for routine maintenance may include:
- grease
- oil
- chemicals
- water
- steam
- power
- air.

Reporting systems may include:
- electronic
- manual data recording
- storage systems.

PRE/CO-REQUISITES
MTMMP2B Apply hygiene and sanitation practices
MTMMP3B Apply quality assurance practices
MTMMP4B Follow safe work policies and procedures

EVIDENCE GUIDE
The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.
Underpinning knowledge
The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Purpose of preventative maintenance and possible consequences of poor preventative maintenance.
- Systems and schedules for conducting preventative maintenance.
- Roles and relationships with others involved in planning and carrying out maintenance functions.
- Relationship of preventative maintenance to other work activities in the food processing plant.
- Quality parameters to be achieved.
- Common problems in conducting preventative maintenance.
- Pre-operational checks and requirements.
- Services used in preventative maintenance.
- OHS hazards and controls.
- Food safety factors in maintaining/servicing plant and equipment.
- Operational requirements of equipment including cleaning and sanitation following cleaning.
- Impact of operating and cleaning procedures on maintenance requirements, eg unless product is removed from belts during cleaning, belts may not track properly.
- Isolation procedures.
- Environmental aspects related to preventative maintenance.
- Cleaning requirements.
- Waste handling requirements.
- Consequences of incorrect/inadequate routine maintenance.

Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

Demonstrated ability to:

- Access workplace information to identify routine maintenance requirements.
- Prepare equipment and work area to conduct preventative maintenance.
- Identify plant/equipment faults.
- Select and use hand and power tools to carry out maintenance task.
- Select and use the correct supplies in servicing plant/equipment.
- Identify out-of-specification preventative maintenance.
- Rectify/report out-of-specification faulty maintenance.
- Select, fit and use personal protective clothing and/or equipment.
- Clean preventative maintenance tools/equipment.
- Maintain a clean and safe work area.
- Report/record maintenance information.
KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 1
- Communicating ideas and information ................................................................................................ 1
- Planning and organising activities ....................................................................................................... 1
- Working with others and in teams ....................................................................................................... 1
- Solving problems ................................................................................................................................. 1
- Using mathematical ideas and techniques ........................................................................................... 1
- Using technology ................................................................................................................................. 1

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.
RESOURCE IMPLICATIONS

This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.
Unit – MTMMP11B Sharpen knives

Unit descriptor
This unit deals with the skills and knowledge required to maintain knives for safe and effective use in a meat establishment.

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Sharpen knives</td>
<td>1.1 Knives are sharpened according to workplace requirements.</td>
</tr>
<tr>
<td></td>
<td>1.2 Knives are sharpened to maintain bevel edge.</td>
</tr>
<tr>
<td></td>
<td>1.3 Steel is used correctly to maintain bevel edge and to meet OH&amp;S requirements.</td>
</tr>
<tr>
<td>2 Work safely with knives</td>
<td>2.1 Knives are used in ways which minimise the risk of injury.</td>
</tr>
<tr>
<td></td>
<td>2.2 Knives are used safely at all times in accordance with OH&amp;S, hygiene and sanitation and food safety requirements.</td>
</tr>
<tr>
<td>3 Maintain knives and associated equipment</td>
<td>3.1 Knives are maintained to hygiene and sanitation and workplace requirements.</td>
</tr>
<tr>
<td></td>
<td>3.2 Knife sharpening equipment is maintained, cleaned and stored to hygiene and sanitation and workplace requirements.</td>
</tr>
</tbody>
</table>

RANGE OF VARIABLES

The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice, etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.
Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat & apron
- head wear
- protective boot covers.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise-specific requirements
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Worksite includes:
- immediate working area
- overall workplace.
Meat establishments may include:

- meat processing plants
- abattoirs
- slaughter floors
- boning rooms
- smallgoods establishments
- retail meat outlets
- supermarkets
- meat wholesalers
- food services establishments.

Knives include:

- boning
- skinning
- steak.

Different methods of preparing steel may apply.

Sharpening equipment includes:

- steels
- sharpening stone.

Mathematical tasks relate to own work and may be completed using calculators and the assistance of others.

Mathematical operations, tasks and language may include:

- routine simple calculations using specified fixed formula and procedures
- recognition and accurate copying of numbers relating to temperature, time, volume, weight and quantity
- reading and interpreting analog and digital measures including clocks, scales, pressure gauges, thermometers and cash registers
- following basic flow charts, mimic panels and numerically sequenced tasks and procedures
- recognising out of specification, acceptable or unacceptable range on simple graphs and charts
- understanding and accurately using terms such as hotter/cooler, heavier/lighter, slow/fast, increasing/decreasing and lower/higher in own work.

Work instructions, standard operating procedures and reports may be:

- directly related to own
- routine, simple and brief
- in everyday workplace language, including some mathematical language
- presented orally
- presented in routine standard proformas using accurately copied information, symbols, numbers, abbreviations, sketches, codes and everyday workplace language
- completed with the assistance of others.
PRE/CO-REQUISITES
MTMMP2B Apply hygiene and sanitation practices
MTMMP3B Apply quality assurance practices
MTMMP4B Follow safe work policies and procedures
MTMS2B Apply mathematical concepts

EVIDENCE GUIDE
The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

Underpinning knowledge
The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Describe technique to sharpen a knife with an appropriate bevel edge.
- List the steps in steeling a knife to maintain edge.
- State the OH&S issues related to the use and sharpening of knives.
- Explain the preparation of new steel.
- Explain the theory of knife sharpening.
- Outline sterilisation and hygiene and sanitation requirements related to knife sharpening.

Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Demonstrate safe techniques of knife sharpening to workplace, hygiene and sanitation and OH&S requirements.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 1
- Communicating ideas and information ................................................................................................ 1
- Planning and organising activities........................................................................................................ 1
- Working with others and in teams....................................................................................................... 1
- Solving problems.................................................................................................................................. 1
- Using mathematical ideas and techniques............................................................................................ 1
- Using technology................................................................................................................................. 1
CONTEXT OF ASSESSMENT

What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment

Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS

This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

- ‘Knife Sharpening – How to Sharpen and Care for Knives’ (Darj Initiatives, Coolum Beach 07 5446 3360).
Unit – MTMPS202A Re-inspect boneless meat

Unit descriptor
This unit deals with the competencies required to re-inspect meat or offal for contamination or defects as part of a quality assurance program. It deals with the understanding and implementation of specifications, critical limits, tolerances and sampling programs.

ELEMENTS | PERFORMANCE CRITERIA
--- | ---
1 Inspect samples of boneless meat for defects | 1.1 Samples of product are taken from each line of product according to predetermined sampling plan, detailing timing of sampling, and quantity of sample.
1.2 Sample is inspected for defects in accordance with regulatory and workplace requirements as established in a government approved Hazard Analysis Critical Control Point (HACCP) program.
1.3 Defects are reported in accordance with workplace requirements.
2 Assess samples against predetermined defect tolerances | 2.1 Levels of defects are assessed against established tolerances.
2.2 Samples outside tolerance are reported to supervisor and corrective action is taken.
2.3 Sampling program is adhered to and results are recorded according to workplace requirements.
2.4 Sampling area is kept clean and neat to avoid contamination between samples.
2.5 Dropped meat procedures are identified and followed according to workplace requirements.

RANGE OF VARIABLES
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.
Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Worksite includes:
- immediate working area
- overall workplace.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.
Mathematical information includes defect tolerance specifications sample data.

Routine explanations and reports may be:
- in everyday workplace language and include mathematical language and commonly used technical terms
- presented orally
- presented in writing using standard formats or proformas, diagrams, symbols and charts
- information from several sources
- directly related to own work and work area problem solving
- completed with the assistance of others.

Mathematical operations and tasks relate to own work and work area problem solving.

Calculators and computer software packages may be used.

Mathematical operations, tasks and language may include:
- routine estimations and calculations using a range of specified formula and procedures
- operations involving percentages, comparisons and variations
- accurate recording of temperature, time, volume, weight and quantity in standard formats/proformas
- reading and interpreting analog and digital measures including clocks, scales, pressured gauges, thermometers, cash registers
- interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc.

Boneless meat may include:
- meat cuts/offal.

**PRE/CO-REQUISITES**

- MTMMP2B Apply hygiene and sanitation practices
- MTMMP3B Apply quality assurance practices
- MTMMP4B Follow safe work policies and procedures
- MTMS2B Apply mathematical concepts
- MTMMP6B Overview the meat industry

**EVIDENCE GUIDE**

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.
Underpinning knowledge
The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Explain sampling program and consequence of not following procedures.
- Explain defect tolerance.
- Identify defects and explain the relevant critical limits and specifications.
- Explain procedures for reporting defects and samples outside tolerance.

Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Demonstrate re-inspection procedures to workplace requirements.
- Demonstrate the capacity to select samples according to sampling program.
- Demonstrate the capacity to inspect, identify and record defects.
- Demonstrate the capacity to interpret information including details of out of tolerance samples.
- Demonstrate the capacity to take corrective action if defect tolerances are exceeded.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 2
- Communicating ideas and information................................................................................................ 2
- Planning and organising activities ....................................................................................................... 2
- Working with others and in teams ....................................................................................................... 2
- Solving problems ................................................................................................................................. 2
- Using mathematical ideas and techniques ........................................................................................... 2
- Using technology ................................................................................................................................. 2

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.
Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

  OR
- Meat Processing (Abattoirs) Resources CD, Certificate II, Technical Units, copyright ANTA (available from MINTRAC 1 800 817 462).
Unit – MTMPS203A Operate scales and semi-automatic labelling machinery

Unit descriptor
This unit describes the competencies required to operate carton scales and electronic label generating and record keeping equipment and where appropriate recover data and produce reports where this forms part of work instructions.

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Select meat product</td>
<td>1.1 Meat products are selected for weighing and labelling according to workplace requirements.</td>
</tr>
<tr>
<td></td>
<td>1.2 Meat product is placed on scales in accordance with manufacturer’s specifications and workplace requirements.</td>
</tr>
<tr>
<td>2 Enter product data</td>
<td>2.1 Codes for specific cuts are entered into the system.</td>
</tr>
<tr>
<td></td>
<td>2.2 Data is recovered in report form where this is part of work instructions.</td>
</tr>
<tr>
<td>3 Weigh carton</td>
<td>3.1 Carton is weighed and details are recorded according to workplace requirements.</td>
</tr>
<tr>
<td></td>
<td>3.2 Equipment operation is monitored to ensure correct information is recorded on label.</td>
</tr>
<tr>
<td>4 Label carton</td>
<td>4.1 Label is removed from labelling equipment and placed on carton according to workplace and regulatory requirements.</td>
</tr>
<tr>
<td></td>
<td>4.2 Carton is labelled clearly for load out.</td>
</tr>
<tr>
<td></td>
<td>4.3 Labelling of cartons is monitored for accuracy in correlation with products.</td>
</tr>
</tbody>
</table>

RANGE OF VARIABLES
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.
Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat & apron
- head wear
- protective boot covers.

Worksite includes:
- immediate working area
- overall workplace.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.
Labelling may include:
- automatic or handwritten ticket
- roller brand
- government stamp (regulation).

Label information may include:
- Australian inspection stamp
- trade description
- generic identification (species)
- bone in or boneless statement
- country of origin
- weight
- meat quality statement
- duration of ageing-workplace in house bar code
- category cipher, category in full, cut description in full
- temperature requirements for chiller
- date of production
- type of packaging
- number of pieces
- customer requirements
- enterprise-specific requirements.

Routine explanations and reports may be:
- in everyday workplace language and include mathematical language and commonly used technical terms
- presented orally
- presented in writing using standard formats or proformas, diagrams, symbols and charts
- include information from several sources
- directly related to own work and work area problem solving
- completed with the assistance of others.

Mathematical operations and tasks relate to own work and work area problem solving.

Calculators and computer software packages may be used.

Mathematical operations, tasks and language may include:
- routine estimations and calculations using a range of specified formula and procedures
- operations involving percentages, comparisons and variations
- accurate recording of temperature, time, volume, weight and quantity in standard formats/proformas
- reading and interpreting analog and digital measures including clocks, scales, pressured gauges, thermometers, cash registers
- interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc.
PRE/CO-REQUISITES
MTMMP2B  Apply hygiene and sanitation practices
MTMMP3B  Apply quality assurance practices
MTMMP4B  Follow safe work policies and procedures
MTMS2B   Apply mathematical concepts

EVIDENCE GUIDE
The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

Underpinning knowledge
The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Explain the purpose of labelling information.
- Explain the consequences of incorrect labelling.
- Explain regulatory requirements with regard to labelling.
- Explain OH&S requirements related to labelling.
- Explain the monitoring of consumables.

Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Demonstrate the ability to weigh and label meat product cartons in accordance with workplace and regulatory requirements.
- Demonstrate the ability to check carton contents against labelling.
- Demonstrate the ability to perform pre-start checks and routine maintenance as specified in the work instructions.
- Demonstrate the ability to monitor operation of equipment.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ...............................................................1
- Communicating ideas and information ................................................................................................1
- Planning and organising activities........................................................................................................1
- Working with others and in teams.......................................................................................................1
- Solving problems................................................................................................................................1
- Using mathematical ideas and techniques............................................................................................1
- Using technology.................................................................................................................................1
CONTEXT OF ASSESSMENT

What assessment is appropriate, what evidence should be gathered, how competence is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of the individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time which is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competency contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment

Evidence is most relevant when provided through an holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS

This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

  OR
Unit – MTMPS204A Maintain production records

Unit descriptor
This unit deals with the competencies required to maintain records of throughput required for workplace and regulatory agencies and by such people as the stockperson, boning room or chiller clerk, or the person responsible for maintaining smallgoods production records. It covers major record keeping and report generating activities.

ELEMENTS PERFORMANCE CRITERIA

1 Prepare production records
   1.1 Workplace and regulatory requirements for record keeping are identified.
   1.2 Production recording equipment or materials are prepared in accordance with workplace requirements.
   1.3 Records are updated on an electronic or manual system in accordance with work instructions.
   1.4 Shortcomings of recording system are corrected if applicable.

2 Generate reports
   2.1 Data summaries and reports are prepared in accordance with workplace requirements.
   2.2 Major reports are generated detailing inventory, production or staffing data.

RANGE OF VARIABLES

The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.
Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Worksite includes:
- immediate working area
- overall workplace.
Production records may include:

- kill floor grading and recording systems such as Sastek
- boning room production intake records whether recorded manually or by scanner
- boning room production recorded manually or by auto labelling machine
- employee attendance monitoring and recording if done in addition to clock card
- load out records whether done manually or by scanner
- pesticide residue monitoring and recording
- recording associated with AQA programs
- recording associated with QA monitoring
- recording associated with inventory control
- EU program monitoring recording
- chiller assessment recording
- repack processing and recording for inventory control.

Recording can be:

- manual, including the provision of summaries
- computer based, such as auto labelling systems
- computer based, such as bar code scanners.

Relevant government requirements (including relevant domestic or importing country requirements where appropriate) may apply.

PRE/CO-REQUISITES

MTMMP3B Apply quality assurance practices

EVIDENCE GUIDE

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

Underpinning knowledge

The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Explain the purposes of keeping production records.
- Describe the workplace and/or regulatory requirements for record keeping.
- Explain the possible shortcomings of recording and how to correct.
- Explain relevant security arrangements such as AQIS or company requirements.
- Describe workplace requirements for reports.
- Explain the function and uses of the reports generated.
Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Prepare all recording equipment for use (where relevant).
- Use all recording equipment properly (where relevant).
- Prepare all summaries required.
- Record data according to data requirements.
- Maintain stocks of consumables for use.
- Update records as required.
- Generate reports to meet workplace and regulatory requirements.
- Follow all work instructions effectively.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 2
- Communicating ideas and information ................................................................................................ 2
- Planning and organising activities ....................................................................................................... 1
- Working with others and in teams ....................................................................................................... 1
- Solving problems ................................................................................................................................. 1
- Using mathematical ideas and techniques ........................................................................................... 2
- Using technology ................................................................................................................................. 2

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.
**Unit assessment**

Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

**RESOURCE IMPLICATIONS**

This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

  OR
Unit – MTMPS205A Clean chillers

Unit descriptor
This unit deals with the competencies required to clean and sanitise chillers when empty of product.

ELEMENTS

<table>
<thead>
<tr>
<th>ELEMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Clean chillers</td>
</tr>
</tbody>
</table>

PERFORMANCE CRITERIA

<table>
<thead>
<tr>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Chillers are cleaned in accordance with cleaning program meeting workplace, OH&amp;S and regulatory requirements.</td>
</tr>
<tr>
<td>1.2 OH&amp;S risks and requirements are specifically identified for chillers.</td>
</tr>
<tr>
<td>1.3 Specific areas of contamination risk for the products are identified.</td>
</tr>
</tbody>
</table>

RANGE OF VARIABLES

The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.
Personal Protective Equipment (PPE) may include:

- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:

- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Worksite includes:

- immediate working area
- overall workplace.

Different species may be stored.

Different cleaning programs may apply.

Environmental protection standards, controls and protocols may apply.

**PRE/CO-REQUISITES**

MTMMP2B  Apply hygiene and sanitation practices

MTMMP3B  Apply quality assurance practices

MTMMP4B  Follow safe work policies and procedures

**EVIDENCE GUIDE**

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.
Underpinning knowledge

The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Identify and explain chiller cleaning program.
- Identify OH&S hazards of working in a cold environment.
- Explain importance of avoiding condensation in chillers.
- Identify and explain potential contamination risks for product in chillers and freezers.
- Explain hygiene and sanitation monitoring programs for chillers.

Critical aspects

Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Implement cleaning regime for chillers in accordance with workplace, OH&S and regulatory requirements.

KEY COMPETENCIES

This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 1
- Communicating ideas and information ................................................................................................ 1
- Planning and organising activities ....................................................................................................... 2
- Working with others and in teams ....................................................................................................... 2
- Solving problems ................................................................................................................................. 1
- Using mathematical ideas and techniques ........................................................................................... 2
- Using technology ................................................................................................................................. 2

CONTEXT OF ASSESSMENT

What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.
Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

  OR
Unit – MTMPS206A Operate forklift in specific workplace

Unit descriptor
This unit covers the competencies required to operate forklifts in specific work areas such as freezers, cold stores, load out, skin sheds, smallgoods and rendering plants which may require fitting forklifts with specialised lifting attachments or the shifting of hazardous materials.

ELEMENTS PERFORMANCE CRITERIA

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Identify load characteristics</td>
<td>1.1 Characteristics for the load are taken into account and appropriate attachments are employed.</td>
</tr>
<tr>
<td></td>
<td>1.2 Hazardous materials are identified and workplace, industry and regulatory requirements taken into account when operating a forklift carrying hazardous materials.</td>
</tr>
<tr>
<td>2 Consider specific features of workplace in transporting product</td>
<td>2.1 Product is transported and loaded taking into consideration specific features of the workplace.</td>
</tr>
<tr>
<td>3 Transport and store product</td>
<td>3.1 Specific OH&amp;S requirements for work area are identified and followed.</td>
</tr>
<tr>
<td></td>
<td>3.2 Forklift and pallets are handled in accordance with the requirements of specific work locations.</td>
</tr>
<tr>
<td></td>
<td>3.3 Product is transported in accordance with workplace, QA and hygiene and sanitation requirements.</td>
</tr>
<tr>
<td></td>
<td>3.4 Product is stored in accordance with workplace, QA and hygiene and sanitation requirements.</td>
</tr>
<tr>
<td></td>
<td>3.5 Products and pallets are racked or stored in accordance with work instructions.</td>
</tr>
<tr>
<td>4 Maintain equipment records</td>
<td>4.1 Equipment records are maintained in accordance with workplace requirements.</td>
</tr>
</tbody>
</table>

RANGE OF VARIABLES
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.
OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.
Worksite environment may include:

- overall workplace
- cold stores
- load out areas
- freezers
- chillers
- skin sheds
- rendering plant.

Routine explanations and reports may be:

- in everyday workplace language and include mathematical language and commonly used technical terms
- presented orally
- presented in writing using standard formats or pro formas, diagrams, symbols and charts
- include information from several sources
- directly related to own work and work area problem solving
- completed with the assistance of others.

Mathematical operations and tasks relate to own work and work area problem solving.

Calculators and computer software packages may be used.

Mathematical operations, tasks and language may include:

- routine estimations and calculations using a range of specified formula and procedures
- operations involving percentages, comparisons and variations
- accurate recording of temperature, time, volume, weight and quantity in standard formats/pro formas
- reading and interpreting analog and digital measures including clocks, scales, pressured gauges, thermometers, cash registers
- interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc.

**PRE/CO-REQUISITES**

- MTMMP2B Apply hygiene and sanitation practices
- MTMMP3B Apply quality assurance practices
- MTMMP4B Follow safe work policies and procedures
- TDTD1097A Operate a forklift

**EVIDENCE GUIDE**

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.
Underpinning knowledge

The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Explain the specific features of the workplace that impact on the operation of the forklift (e.g., operating in cold environment).
- Explain QA considerations for transporting product within the plant.
- Explain operational safety requirements including OH&S requirements.
- Outline characteristics, capabilities and limitations of the forklift.
- Explain workplace operating procedures.
- Assess, interpret and apply technical information.
- Explain the critical aspects of:
  - operational safety
  - identification of damage or leaks which may compromise operational capability or safety.
- Gain a licence and satisfy traffic authority examiner (where required by government regulation).

Critical aspects

Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Operate a forklift in accordance with workplace requirements and OH&S and manufacturer’s specifications.
- Operate a forklift in specific workplace to requirements of that workplace.
- Apply hand-eye co-ordination.
- Maintain equipment records.
- Transport and store a variety of products to meet production requirements.

KEY COMPETENCIES

This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 1
- Communicating ideas and information ................................................................................................ 1
- Planning and organising activities ........................................................................................................... 1
- Working with others and in teams ........................................................................................................... 1
- Solving problems .................................................................................................................................. 1
- Using mathematical ideas and techniques ............................................................................................. 1
- Using technology .................................................................................................................................. 1
CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.
Unit – MTMPSR201A Vacuum pack product

Unit descriptor
This unit covers the knowledge and skills required to pack meat product using vacuum packaging.

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Select packaging</td>
<td>1.1 Product is bagged in appropriate sized bag.</td>
</tr>
<tr>
<td></td>
<td>1.2 Product is arranged on appropriate container.</td>
</tr>
<tr>
<td>2 Machine requirements</td>
<td>2.1 Requirements in preparation for start up of vacuum packing machine are completed to workplace requirements.</td>
</tr>
<tr>
<td></td>
<td>2.2 Machine requirements are set correctly.</td>
</tr>
<tr>
<td></td>
<td>2.3 Start up procedures are followed to workplace requirements.</td>
</tr>
<tr>
<td></td>
<td>2.4 Packing materials are attached and changed to workplace requirements and product specification.</td>
</tr>
<tr>
<td></td>
<td>2.5 Bagged meat is placed on the vacuum packing machine or in the formed pockets as appropriate.</td>
</tr>
<tr>
<td></td>
<td>2.6 Open ends of bags are placed flat across the sealing bar or meat contained in pockets as appropriate.</td>
</tr>
<tr>
<td></td>
<td>2.7 OH&amp;S, hygiene and sanitation requirements are followed.</td>
</tr>
<tr>
<td>3 Operate machinery</td>
<td>3.1 Vacuum packaging machine is operated correctly in accordance with workplace requirements.</td>
</tr>
<tr>
<td></td>
<td>3.2 A variety of products are vacuum packed to customer specifications, hygiene and sanitation, OH&amp;S and QA requirements at a speed commensurate with production requirements.</td>
</tr>
<tr>
<td></td>
<td>3.3 Bagged cuts are left to drain.</td>
</tr>
<tr>
<td></td>
<td>3.4 Perform shut down procedures to workplace requirements.</td>
</tr>
<tr>
<td>4 Perform routine maintenance</td>
<td>4.1 Dies are changed according to workplace requirements.</td>
</tr>
<tr>
<td></td>
<td>4.2 Corrective action is taken when leaks and defects are identified according to workplace requirements.</td>
</tr>
<tr>
<td></td>
<td>4.3 Change plates as required.</td>
</tr>
<tr>
<td>5 Ensure quality of packaging and product</td>
<td>5.1 Bagged cuts are inspected for leaks and other defects.</td>
</tr>
<tr>
<td></td>
<td>5.2 Bagged cuts are placed in cartons according to specifications.</td>
</tr>
</tbody>
</table>
RANGE OF VARIABLES

The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.
Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Worksite includes:
- immediate working area
- overall workplace.

Mathematical operations and tasks relate to own work and work area problem solving.
Calculators and computer software packages may be used.

Mathematical operations, tasks and language may include:
- routine estimations and calculations using a range of specified formula and procedures
- operations involving percentages, comparisons and variations
- accurate recording of temperature, time, volume, weight and quantity in standard formats/proformas
- reading and interpreting analog and digital measures including clocks, scales, pressured gauges, thermometers, cash registers
- interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc.

Routine explanations and reports may be:
- in everyday workplace language and include mathematical language and commonly used technical terms
- presented orally
- presented in writing using standard formats or proformas, diagrams, symbols and charts
- include information from several sources
- directly related to own work and work area problem solving
- completed with the assistance of others.

**PRE/CO-REQUISITES**

MTMMP2B Apply hygiene and sanitation practices
MTMMP3B Apply quality assurance practices
MTMMP4B Follow safe work policies and procedures
MTMS2B Apply mathematical concepts
EVIDENCE GUIDE
The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

Underpinning knowledge
The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Explain the purpose of vacuum packaging.
- Outline general operating principles – including start up and shut down procedures.
- Explain packaging requirements.
- Outline manufacturer’s and workplace requirements for vacuum packaging of product.
- Describe sub-standard or contaminated product and workplace procedures for dealing with sub-standard or contaminated product.
- Explain specific OH&S requirements for vacuum packing.
- Explain defects that can occur during packaging.

Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Demonstrate the ability to prepare for vacuum packaging according to OH&S and workplace requirements.
- Demonstrate the ability to vacuum pack bagged cuts with no leaks or defects.
- Demonstrate hygienic cleaning of equipment.
- Demonstrate hygienic work practices for vacuum packing.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 2
- Communicating ideas and information ............................................................................................... 1
- Planning and organising activities ....................................................................................................... 2
- Working with others and in teams ....................................................................................................... 1
- Solving problems ................................................................................................................................. 2
- Using mathematical ideas and techniques ........................................................................................... 2
- Using technology ................................................................................................................................. 2
CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

  OR
Unit – MTMS14B Prepare dry ingredients

Unit descriptor
This unit outlines the competencies necessary to prepare dry ingredients in a smallgoods manufacturing establishment.

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Select ingredients</td>
<td>1.1 Ingredients are selected by type and quality according to product specifications.</td>
</tr>
<tr>
<td></td>
<td>1.2 Dry ingredients are selected according to the formulation specification.</td>
</tr>
<tr>
<td></td>
<td>1.3 Ingredients are handled at all times hygienically to prevent contamination.</td>
</tr>
<tr>
<td>2  Weigh and batch ingredients</td>
<td>2.1 Scales are correctly calibrated for precise measurement.</td>
</tr>
<tr>
<td></td>
<td>2.2 Ingredients are placed in specific containers for weighing.</td>
</tr>
<tr>
<td></td>
<td>2.3 Ingredients are weighed according to daily production requirements.</td>
</tr>
<tr>
<td></td>
<td>2.4 Ingredients are sorted and weighed into batch quantities according to recipes and</td>
</tr>
<tr>
<td></td>
<td>product requirements.</td>
</tr>
<tr>
<td></td>
<td>2.5 Spices are mixed according to recipe.</td>
</tr>
<tr>
<td>3  Record usage</td>
<td>3.1 Ingredients are stored in a safe and hygienic manner.</td>
</tr>
<tr>
<td></td>
<td>3.2 Usage of ingredients is accurately recorded to workplace requirements.</td>
</tr>
<tr>
<td></td>
<td>3.3 Usage of ingredients is accurately reconciled to production specifications.</td>
</tr>
</tbody>
</table>

RANGE OF VARIABLES
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice, etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.
Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Worksite includes:
- immediate working area
- overall workplace.
Ingredients may need to adhere to legislative requirements.

Product specifications will vary according to customer and workplace requirements.

Ingredients may include:

- spices
- binders
- additives
- salt
- premixes.

Routine explanations and reports may:

- be in everyday workplace language including mathematical language and some commonly used technical terms
- be presented orally
- be presented in writing using standard format, proformas, charts and diagrams
- include mathematical and other information from several sources.

Mathematical operations and tasks relate to own work and work area problem solving.

Calculators and computer software packages may be used.

Mathematical operations, tasks and language may include:

- routine estimations and calculations using a range of specified formula and procedures
- operations involving percentages, comparisons and variations
- accurate recording of temperature, time, volume, weight and quantity in standard formats/proformas
- reading and interpreting analog and digital measures including clocks, scales, pressured gauges, thermometers, cash registers
- interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc.

PRE/CO-REQUISITES

MTMMP2B    Apply hygiene and sanitation practices
MTMMP3B    Apply quality assurance practices
MTMMP4B    Follow safe work policies and procedures
MTMMP5B    Communicate in the workplace
MTMMP6B    Overview the meat industry
MTMS2B    Apply mathematical concepts

EVIDENCE GUIDE

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.
Underpinning knowledge

The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Describe some possible effects on product and consumer health of using incorrect ingredients.
- Explain ingredient batches.
- Outline steps to follow a recipe correctly.
- Describe procedure to record usage of ingredients.
- Outline procedure for checking scale accuracy.
- Explain health and hygiene factors relating to the preparation of dry ingredients.
- Explain the occupational health and safety requirements related to the preparation of dry ingredients.

Critical aspects

Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Identify various additives, spices, binders and ingredients and explain their functions in the product.
- Demonstrate checking of scale accuracy.
- Explain and demonstrate batching in accordance with food standards code.
- Weigh ingredients to product specifications and daily production.
- Store ingredients safely and hygienically.
- Record usage of ingredients to workplace requirements.

KEY COMPETENCIES

This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ...............................................................3
- Communicating ideas and information ................................................................................................2
- Planning and organising activities ........................................................................................................2
- Working with others and in teams ........................................................................................................1
- Solving problems..................................................................................................................................2
- Using mathematical ideas and techniques............................................................................................3
- Using technology..................................................................................................................................2
CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

- Meat Processing (Smallgoods) Resources CD, copyright ANTA (available from MINTRAC 1800 817 462).
Unit – MTMS19B Link and tie product

Unit descriptor
This unit outlines the competencies necessary for workers to link and tie products, such as frankfurts, sausages, salamis, strasbourg and boneless ham in a smallgoods manufacturing establishment.

ELEMENTS | PERFORMANCE CRITERIA
---|---
1 Link and tie product | 1.1 Product is linked and tied at a rate commensurate with workplace production and OH&S requirements.
| 1.2 Product is linked in accordance with product specifications and workplace requirements.
| 1.3 Product is linked and tied according to regulatory, OH&S and hygiene requirements.
| 1.4 Product is hung according to workplace requirements at a rate commensurate with production needs.

RANGE OF VARIABLES
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.
Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Worksite includes:
- immediate working area
- overall workplace.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Products may include:
- sausages
- salamis
- frankfurts.

Linking may be performed:
- manually (using either single or triple linking)
- semi-automatically
- automatically.
Routine explanations and reports may:

- be in everyday workplace language including mathematical language and some commonly used technical terms
- be presented orally
- be presented in writing using standard format, proformas, charts and diagrams
- include mathematical and other information from several sources.

Mathematical operations may include routine estimation and calculation and involve percentages, comparisons, variations.

Calculators and computer software packages may be used.

PRE/CO-REQUISITES
MTMMP2B Apply hygiene and sanitation practices
MTMMP3B Apply quality assurance practices
MTMMP4B Follow safe work policies and procedures
MTMS2B Apply mathematical concepts

EVIDENCE GUIDE

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

Underpinning knowledge
The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Explain the rationale for linking, tying and hanging products.
- Explain workplace requirements for dealing with waste product and broken casings.

Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Demonstrate ability to link and tie product to workplace, OH&S and hygiene requirements.
- Identify, remove and report defective products to workplace requirements.
- Demonstrate ability to handle knives safely and effectively (as required).
KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 2
- Communicating ideas and information ................................................................................................ 2
- Planning and organising activities ....................................................................................................... 2
- Working with others and in teams ...................................................................................................... --
- Solving problems ................................................................................................................................. 2
- Using mathematical ideas and techniques ........................................................................................... 1
- Using technology ................................................................................................................................. 1

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.
RESOURCE IMPLICATIONS

This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

  OR

- Meat Processing (Smallgoods) Resources CD, copyright ANTA (available from MINTRAC 1800 817 462).
Unit – MTMS201A Blend meat product

Unit descriptor
This unit outlines the competencies necessary to prepare and operate blending equipment in a smallgoods manufacturing establishment.

ELEMENTS | PERFORMANCE CRITERIA
---|---
1 Prepare blending equipment | 1.1 Blending equipment is prepared according to workplace, hygiene, health and safety requirements.
 | 1.2 Recognition and reporting of faults is carried out to ensure equipment is maintained to an operating level which meets manufacturer’s specifications and workplace requirements.
 | 1.3 Equipment and tools are used according to manufacturer's specifications.
2 Make adjustments to and operate blending equipment | 2.1 Blending equipment is adjusted when necessary according to workplace, hygiene and health and safety requirements.
 | 2.2 Tools and equipment for adjusting processing equipment are used according to workplace, hygiene and health and safety requirements.
 | 2.3 Blending equipment is operated in accordance with OH&S, workplace and manufacturer’s requirements.
 | 2.4 Blending equipment is used to blend a variety of products to production requirements.
3 Blend products | 3.1 A range of products are blended to workplace, OH&S, hygiene and sanitation and QA requirements and product specifications at a speed commensurate with production requirements.
4 Clean and maintain blending equipment | 4.1 Blending equipment is cleaned and maintained according to work instructions.

RANGE OF VARIABLES
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.
OH&S requirements may include:

- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:

- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:

- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:

- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:

- work instructions
- standard operating procedures
- enterprise specific procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.
Worksite includes:
- immediate working area
- overall workplace.

Machinery may be automatic or manual but excludes silent/bowl cutter.

Equipment to be prepared may include:
- machine/vat
- tables
- mixers
- blenders
- choppers
- pressure cookers
- wash down equipment
- storage tanks
- pumps, conveyors
- scales
- fat measuring devices
- driers.

Routine explanations and reports may:
- be in everyday workplace language including mathematical language and some commonly used technical terms
- be presented orally
- be presented in writing using standard format, proformas, charts and diagrams
- include mathematical and other information from several sources.

Mathematical operations, tasks and language may include:
- routine estimations and calculations using a range of specified formula and procedures
- operations involving percentages, comparisons and variations
- accurate recording of temperature, time, volume, weight and quantity in standard formats/proformas
- reading and interpreting analog and digital measures including clocks, scales, pressured gauges, thermometers, cash registers
- interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc.

Calculators and computer software packages may be used.

**PRE/CO-REQUISITES**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTMMP2B</td>
<td>Apply hygiene and sanitation practices</td>
</tr>
<tr>
<td>MTMMP3B</td>
<td>Apply quality assurance practices</td>
</tr>
<tr>
<td>MTMMP4B</td>
<td>Follow safe work policies and procedures</td>
</tr>
<tr>
<td>MTMS2B</td>
<td>Apply mathematical concepts</td>
</tr>
</tbody>
</table>
EVIDENCE GUIDE

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

Underpinning knowledge

The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Explain the purpose and use of equipment used in blending.
- Explain and identify under what conditions processing equipment might need adjusting.
- Explain cleaning and maintenance procedures for blending equipment if required in work instructions.

Critical aspects

Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Demonstrate operation of equipment to manufacturer's specifications, workplace and OH&S requirements.
- Explain and demonstrate safe handling procedures for operating blending equipment.
- Demonstrate effective operation of tools and equipment used for adjusting blending equipment.
- Demonstrate the use of blending equipment to blend a variety of products to production requirements.
- Demonstrate cleaning and maintenance of blending equipment as required in work instructions.

Key competencies

This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ...............................................................1
- Communicating ideas and information .................................................................................................1
- Planning and organising activities........................................................................................................2
- Working with others and in teams.........................................................................................................2
- Solving problems.................................................................................................................................1
- Using mathematical ideas and techniques..........................................................................................1
- Using technology...............................................................................................................................2
**CONTEXT OF ASSESSMENT**

What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

**Unit assessment**

Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

**RESOURCE IMPLICATIONS**

This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

- ‘Prepare and Operate Blending Equipment’ (408000 TRG) (available from Australian Training Products, www.atpl.net.au)
Unit – MTMS202A Prepare and fill casings

Unit descriptor
This unit outlines the competencies necessary for workers to prepare and fill casings in a smallgoods manufacturing establishment.

ELEMENTS | PERFORMANCE CRITERIA
--- | ---
1 Prepare casings | 1.1 Casings are calibrated according to product specifications and workplace requirements.
 | 1.2 Specifications of casings are confirmed for each product.
 | 1.3 Casings are checked for faults according to workplace requirements.
 | 1.4 Casings are prepared as required according to workplace requirements.
 | 1.5 Casings are flushed thoroughly with clean water in accordance with workplace requirements.
 | 1.6 Casings are spooled or pulled into filling tube or nozzle in preparation for further processing.
 | 1.7 Correct quantity of casings is prepared in accordance with production specifications.
 | 1.8 Casings are prepared according to OH&S and hygiene requirements.
 | 1.9 Casings are stored according to manufacturer’s specifications and hygiene requirements.

2 Fill casings | 2.1 Appropriate casings and filling nozzle are selected according to requirements and product specifications.
 | 2.2 Filler loaded and casings are filled to consistency required by product specifications.
 | 2.3 Defective product is identified, removed and reported according to workplace requirements.

RANGE OF VARIABLES
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.
OH&S requirements may include:

- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:

- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:

- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:

- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:

- work instructions
- standard operating procedures
- enterprise specific procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.
Worksite includes:
- immediate working area
- overall workplace.

Possible casing faults may include:
- incorrect label information
- worm holes
- whiskers
- webbing
- contamination
- colour
- thick ends
- wrong diameter
- breakage
- weakness
- tearing
- fluctuations in diameter
- cleanliness.

Casing specifications may include:
- natural
- synthetic.

Product specifications may include:
- weight
- size
- thickness
- consistency/firmness
- shape
- colour.

Routine explanations and reports may:
- be in everyday workplace language including mathematical language and some commonly used technical terms
- be presented orally
- be presented in writing using standard format, proformas, charts and diagrams
- include mathematical and other information from several sources.
Mathematical operations, tasks and language may include:

- routine estimations and calculations using a range of specified formula and procedures
- operations involving percentages, comparisons and variations
- accurate recording of temperature, time, volume, weight and quantity in standard formats/proformas
- reading and interpreting analog and digital measures including clocks, scales, pressured gauges, thermometers, cash registers
- interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc.

Mathematical operations may include routine estimation and calculation and involve percentages, comparisons, variations.

Calculators and computer software packages may be used.

**PRE/CO-REQUISITES**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTMMP2B</td>
<td>Apply hygiene and sanitation practices</td>
</tr>
<tr>
<td>MTMMP3B</td>
<td>Apply quality assurance practices</td>
</tr>
<tr>
<td>MTMMP4B</td>
<td>Follow safe work policies and procedures</td>
</tr>
<tr>
<td>MTMS2B</td>
<td>Apply mathematical concepts</td>
</tr>
</tbody>
</table>

**EVIDENCE GUIDE**

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

**Underpinning knowledge**

The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Explain the purpose of each phase of casing preparation.
- Explain the filling yield of various sizes and types of casings.
- Identify possible faults in natural and synthetic casings.
- Identify, remove and report defective product according to workplace procedures.
- Explain storage requirements of both natural and synthetic casings.
- Describe storage requirements of soaked casings carried over from production.
- Describe procedures followed to set up filling machine to correct specifications.
- Identify over-filled and under-filled products.
- Identify casing size requirement according to product specifications.
- Identify a range of possible faults in skins and explain their effect on the product.
- Explain appropriate corrective action for:
  - jammed clips/loops
  - poorly printed casings
  - casing breakages and bent nozzles.
Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Identify casing size requirements for specific products in regard to length, weight and diameter.
- Prepare casings to product specifications and workplace procedures.
- Demonstrate ability to correctly fill a range of product lines in terms of:
  - casing
  - tension
  - weight
  - length
  - clips.
- Demonstrate ability to perform filling to required product specifications.
- Match clip size to casing.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ...............................................................2
- Communicating ideas and information ............................................................................................... --
- Planning and organising activities........................................................................................................2
- Working with others and in teams ..................................................................................................... --
- Solving problems ...............................................................................................................................2
- Using mathematical ideas and techniques ............................................................................................1
- Using technology ...............................................................................................................................1

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.
Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

  OR

Unit – MTMS203A Shape and form product

Unit descriptor
This unit outlines the competencies necessary for workers to be able to shape and form products into a particular shape. Products may include boneless ham, bacon, salami, corned beef or any other product that is formed into a particular shape.

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Select meat</td>
<td>1.1 Meat to be placed in casing is selected to product specifications, hygiene and sanitation, workplace and QA requirements.</td>
</tr>
<tr>
<td>2  Fill casings</td>
<td>2.1 Appropriate casings and filling nozzle (where appropriate) are selected according to workplace requirements and product specifications.</td>
</tr>
<tr>
<td></td>
<td>2.2 Casings are filled to consistency required by product specifications, hygiene and sanitation, workplace and QA requirements.</td>
</tr>
<tr>
<td></td>
<td>2.3 Defective product is identified, removed and reported according to workplace requirements.</td>
</tr>
<tr>
<td>3  Operate metal detector</td>
<td>3.1 Metal detector is operated (where appropriate) to workplace requirements and manufacturer’s specifications.</td>
</tr>
<tr>
<td>4  Form product</td>
<td>4.1 Product is shaped and formed according to product specifications, workplace, hygiene and sanitation, QA and customer requirements.</td>
</tr>
<tr>
<td></td>
<td>4.2 A variety of products are shaped and formed to production requirements.</td>
</tr>
<tr>
<td>5  Link/twist, clip and net product</td>
<td>5.1 Product is linked/twisted to meet product specifications.</td>
</tr>
<tr>
<td></td>
<td>5.2 Clipping is performed according to specifications.</td>
</tr>
<tr>
<td></td>
<td>5.3 Product is formed according to specifications.</td>
</tr>
<tr>
<td></td>
<td>5.4 Products are shaped and netted if required by product specifications.</td>
</tr>
<tr>
<td></td>
<td>5.5 Defective products are removed from production and reported according to workplace requirements.</td>
</tr>
</tbody>
</table>
RANGE OF VARIABLES

The Range of Variables Statement provides details of the scope of the Elements and Performance
Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and
requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a
whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human
Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Worksite includes:
- immediate working area
- overall workplace.
Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Routine explanations and reports may be:
- in everyday workplace language and include mathematical language and commonly used technical terms
- presented orally
- presented in writing using standard formats or proformas, diagrams, symbols and charts
- include information from several sources
- directly related to own work and work area problem solving
- completed with the assistance of others.

Mathematical operations and tasks relate to own work and work area problem solving.

Calculators and computer software packages may be used.

Mathematical operations, tasks and language may include:
- routine estimations and calculations using a range of specified formula and procedures
- operations involving percentages, comparisons and variations
- accurate recording of temperature, time, volume, weight and quantity in standard formats/proformas
- reading and interpreting analog and digital measures including clocks, scales, pressured gauges, thermometers, cash registers
- interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc.

Product specifications may include:
- weight
- size
- thickness
- consistency/firmness
- shape.

Machine set up includes programming automatic machines to specifications and may include setting up a variety of machinery to operate in conjunction with other processes.

Casings may be synthetic or natural skins.
Defects in natural casings may include:
- worm holes
- whiskers
- webbing
- contamination.

Moulding may be:
- cages
- presses
- casings.

Machines may be manual, automatic, pneumatic or hydraulic.

Equipment may include nets, presses, moulds or metal detectors.

Clipping may be performed manually, semi-automatically or automatically and may be undertaken with or without a metal detector.

Routine explanations and reports may:
- be in everyday workplace language including mathematical language and some commonly used technical terms
- be presented orally
- be presented in writing using standard format, proformas, charts and diagrams
- include mathematical and other information from several sources.

Mathematical operations, tasks and language may include:
- routine estimations and calculations using a range of specified formula and procedures
- operations involving percentages, comparisons and variations
- accurate recording of temperature, time, volume, weight and quantity in standard formats/proformas
- reading and interpreting analog and digital measures including clocks, scales, pressured gauges, thermometers, cash registers
- interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc.

Mathematical operations may include routine estimation and calculation and involve percentages, comparisons, variations.

Calculators may be used.

**PRE/CO-REQUISITES**

- MTMMP2B  Apply hygiene and sanitation practices
- MTMMP3B  Apply quality assurance practices
- MTMMP4B  Follow safe work policies and procedures
- MTMS2B  Apply mathematical concepts
EVIDENCE GUIDE
The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

Underpinning knowledge
The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Explain how and why products must be formed and shaped.
- Explain filling to required product specifications for a variety of products.
- Explain possible faults in skins and explain their effect on the product.
- Describe hygiene requirements for forming products.
- Explain procedure for dealing with waste product and broken casings.

Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Demonstrate ability to correctly fill a range of product lines in terms of:
  - casing
  - tension
  - weight
  - length
  - clips.
- Demonstrate ability to shape and form a range of products to product specifications, workplace, hygiene and sanitation, QA and customer requirements.
- Demonstrate the ability to operate a metal detector if a detector is included in the operation.
- Demonstrate operation, adjustments and actions of filling machine to address faults.
- Identify, remove and rectify faulty product.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ...............................................................2
- Communicating ideas and information ................................................................................................1
- Planning and organising activities........................................................................................................1
- Working with others and in teams........................................................................................................1
- Solving problems..................................................................................................................................2
- Using mathematical ideas and techniques............................................................................................2
- Using technology..................................................................................................................................2
CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements

Support materials for training include:
- ‘Form Product’ (4080101 TRG and DP 4853008 LRG) (available from Australian Training Products, www.atpl.net.au)
  OR
- Meat Processing (Smallgoods) Resources CD, copyright ANTA (available from MINTRAC 1800 817 462).
Unit – MTMS204A Slice product

Unit descriptor
This unit outlines the competencies needed by workers to set up, load, clean and operate slicing equipment in a smallgoods manufacturing establishment.

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Prepare slicing equipment</td>
<td>1.1 Equipment and accessories are set up in accordance with product specifications and OH&amp;S requirements.</td>
</tr>
<tr>
<td></td>
<td>1.2 Equipment and machinery is cleaned in accordance with hygiene and workplace requirements.</td>
</tr>
<tr>
<td></td>
<td>1.3 Pre-start safety checks are conducted in accordance with workplace and regulatory requirements and corrective action taken for identified faults.</td>
</tr>
<tr>
<td>2 Prepare product for slicing</td>
<td>2.1 Product is prepared for slicing to workplace requirements.</td>
</tr>
<tr>
<td></td>
<td>2.2 Faulty product is handled to workplace requirements.</td>
</tr>
<tr>
<td>3 Operate slicing equipment</td>
<td>3.1 Equipment is adjusted to suit product specifications in accordance with workplace and OH&amp;S requirements.</td>
</tr>
<tr>
<td></td>
<td>3.2 Equipment is operated to slice a range of products to specifications at a speed commensurate with production requirements and in accordance with manufacturer’s specifications.</td>
</tr>
<tr>
<td></td>
<td>3.3 Equipment is changed from the slicing of one product to the slicing of another to workplace requirements.</td>
</tr>
<tr>
<td></td>
<td>3.4 Equipment malfunctions/faults are identified, recorded and reported in accordance with workplace requirements.</td>
</tr>
<tr>
<td>4 Weigh and bag products with inweight specifications</td>
<td>4.1 Products with weight specifications are weighed and bagged to specifications, workplace, hygiene and sanitation and QA and customer requirements.</td>
</tr>
<tr>
<td></td>
<td>4.2 Weight control mechanisms are adjusted to specifications and workplace requirements.</td>
</tr>
<tr>
<td>5 Clean and maintain slicing equipment</td>
<td>5.1 Slicing equipment is cleaned and maintained according to workplace and manufacturer’s specifications.</td>
</tr>
<tr>
<td></td>
<td>5.2 Cleaning procedures are implemented to workplace requirements when changing product to be sliced.</td>
</tr>
</tbody>
</table>
RANGE OF VARIABLES
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.
Worksite includes:
- immediate working area
- overall workplace.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Slicing equipment may include:
- slicer
- dicer
- blade.

Machinery may be automatic or manual but excludes silent/bowl cutter.

Routine explanations and reports may:
- be in everyday workplace language including mathematical language and some commonly used technical terms
- be presented orally
- be presented in writing using standard format, proformas, charts and diagrams
- include mathematical and other information from several sources.

Mathematical operations may include routine estimation and calculation and involve percentages, comparisons, variations.

Calculators may be used.

**PRE/CO-REQUISITES**
- MTMMP2B Apply hygiene and sanitation practices
- MTMMP3B Apply quality assurance practices
- MTMMP4B Follow safe work policies and procedures
- MTMS2B Apply mathematical concepts

**EVIDENCE GUIDE**
The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.
Underpinning knowledge
The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Explain how and why product is prepared for slicing.
- Explain the use-by and packed-on dates and their importance.
- Explain procedures for handling faulty product.
- Explain procedures for reporting faults in slicing equipment.
- Explain operating procedures for various types of slicing equipment.
- Explain how products are weighed and bagged when they have a weight specification.
- Explain maximum and minimum allowable weights.
- Explain illegal weights.
- Explain checks on bacon if a part of work instructions.
- Explain how weight control mechanisms are adjusted.
- Explain workplace procedures when metal is detected in a product.
- Explain safety considerations when setting up slicing equipment.
- Explain the importance of cutting blade maintenance in the slicing process.
- Explain the procedure for sharpening a slicing blade if a part of work instructions.

Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Identify slicing equipment and accessories.
- Identify product and slicing faults in a range of products.
- Demonstrate procedure for preparing slicing equipment for new product.
- Demonstrate weighing and bagging of products with weight specifications.
- Demonstrate checks on bacon if a part of work instructions.
- Adjust weight control mechanisms if a part of work instructions.
- Demonstrate workplace procedures associated with detection of metal in product.
- Demonstrate slicing of products to workplace requirements and customer specifications for a variety of products.
- Demonstrate cleaning and maintenance of slicing equipment if required in work instructions.
- Demonstrate safety requirements for cleaning slicing equipment if required in work instructions.
- Sharpen a slicing blade if a part of work instructions.
KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 1
- Communicating ideas and information ................................................................................................--
- Planning and organising activities......................................................................................................... 2
- Working with others and in teams........................................................................................................ 1
- Solving problems.................................................................................................................................. 2
- Using mathematical ideas and techniques............................................................................................ 2
- Using technology.................................................................................................................................. 2

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.
RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

Unit – MTMS205A Package product using thermoform process

Unit descriptor
This unit outlines the competencies needed by workers to package processed meat products using a thermoform process.

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
</table>
| 1 Set up and adjust thermoforming machinery and materials | 1.1 Thermoforming machinery and materials are set up for a variety of product specifications according to manufacturers specifications and workplace, hygiene and OH&S requirements.  
1.2 Thermoforming machinery and materials are adjusted according to manufacturers specifications and workplace, hygiene and OH&S requirements. |
| 2 Set up requirements for packaging | 2.1 Requirements for packaging are set up to workplace, OH&S and hygiene and sanitation requirements. |
| 3 Operate thermoforming machinery to throughput requirements | 3.1 Thermoforming machinery is operated to throughput requirements for a variety of products according to manufacturers specifications and workplace, OH&S and hygiene requirements. |
| 4 Change dates | 4.1 Dates on the date coder are changed according to manufacturers specifications and workplace, OH&S and hygiene requirements. |
| 5 Clean machinery and materials | 5.1 Machinery and accessories are cleaned according to manufacturers specifications and workplace, OH&S and hygiene requirements. |
| 6 Monitor and identify faulty product and packaging | 6.1 Faulty product and packaging is identified according to workplace requirements. |
| 7 Report and/or fix operating problems on thermoforming equipment and auxiliaries | 7.1 Operating problems on thermoforming equipment and auxiliaries are reported and/or fixed according to workplace requirements. |
| 8 Perform gas flushing | 8.1 Gas flushing is performed according to workplace requirements. |
RANGE OF VARIABLES
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health & Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.
Worksite includes:
- immediate working area
- overall workplace.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements
- to perform the task to production requirements.

Requirements for packaging may include:
- film
- cartons
- labels
- plastic containers.

Routine explanations and reports may be:
- in everyday workplace language and include mathematical language and commonly used technical terms
- presented orally
- presented in writing using standard formats or proformas, diagrams, symbols and charts
- include information from several sources
- directly related to own work and work area problem solving
- completed with the assistance of others.

Mathematical operations and tasks relate to own work and work area problem solving.

Calculators and computer software packages may be used.

Mathematical operations, tasks and language may include:
- routine estimations and calculations using a range of specified formula and procedures
- operations involving percentages, comparisons and variations
- accurate recording of temperature, time, volume, weight and quantity in standard formats/proformas
- reading and interpreting analog and digital measures including clocks, scales, pressured gauges, thermometers, cash registers
- interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc.
PRE/CO-REQUISITES
MTMMP2B  Apply hygiene and sanitation practices
MTMMP3B  Apply quality assurance practices
MTMMP4B  Follow safe work policies and procedures
MTMS2B   Apply mathematical concepts

EVIDENCE GUIDE
The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

Underpinning knowledge
The following knowledge and understanding is essential to perform work to the required standard in this unit.

• Explain how the thermoforming machine works.
• Explain the principles of thermoforming.
• Explain the need to adjust tracking and the procedure to make adjustment.
• Explain which films are used for which product.
• Describe obvious flaws in packaging film.
• Explain reasons for changing the different settings.
• Explain the packaging specifications for a range of products for cartons, tubs and pouches.
• Explain temperature requirements and the importance of correct temperature.
• Explain the use-by-date or packed-on-date for a range of products and the importance of these dates.
• Explain the hygiene requirements and their importance when changing between salamis and cooked products.
• Explain the purposes of gas analysis and demonstrate the function of a gas flush analyzer if required in work instructions.
• Explain the use of oxygen absorbers if required under work instructions.
Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Identify the thermoforming equipment and accessories.
- Demonstrate procedure for setting machine to different product specifications.
- Demonstrate procedure to line up printed film.
- Demonstrate the correct loading and unloading procedures for films.
- Demonstrate procedure for joining films.
- Demonstrate procedure (within the specified time for such a changeover) to perform a full changeover including:
  - sealing chamber
  - rails
  - knives.
- Demonstrate correct loading procedure at machine speed.
- Demonstrate correct loading procedure for labels.
- Identify where labels and other raw materials are stored.
- Demonstrate a full label change.
- Demonstrate procedure for changing dates on the coders.
- Implement the hygiene procedures for the thermoforming machinery.
- Identify the causes and corrective actions for re-packs.
- Set up machine for gas flushing if required under work instructions.
- Read gas gauges and change gas bottle if required under work instructions.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 1
- Communicating ideas and information ................................................................................................ 1
- Planning and organising activities......................................................................................................... 1
- Working with others and in teams........................................................................................................ 1
- Solving problems................................................................................................................................ 1
- Using mathematical ideas and techniques............................................................................................ 1
- Using technology................................................................................................................................ 1
CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:
- ‘Training Resource Thermoforming A’ and ‘Training Resource Thermoforming B’, (available from Queensland Food Industry Training Council, qfooditc@gil.com.au,
## Unit – MTMS206A Package product using gas flushing process

### Unit descriptor
This unit describes the competencies needed to operate packaging processes that incorporate gas flushing.

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Set up gas flushing packaging process</td>
<td>1.1 Machinery is set up for packaging process according to workplace, OH&amp;S, hygiene and sanitation requirements and manufacturer’s specifications.</td>
</tr>
<tr>
<td></td>
<td>1.2 Gas cylinders are set up and checked according to workplace requirements and suppliers specifications.</td>
</tr>
<tr>
<td>2 Set up requirements for packaging</td>
<td>2.1 Requirements for packaging are set up and placed in appropriate positions on packaging line according to workplace, OH&amp;S and hygiene and sanitation requirements.</td>
</tr>
<tr>
<td>3 Operate gas flushing process to throughput requirements</td>
<td>3.1 Packaging machinery is operated to throughput requirements for a variety of products according to manufacturer’s specifications and workplace, OH&amp;S, QA and hygiene and sanitation requirements.</td>
</tr>
<tr>
<td>4 Report and/or fix operating problems on equipment and auxiliaries</td>
<td>4.1 Operating problems are reported and/or fixed according to workplace requirements.</td>
</tr>
<tr>
<td>5 Packaged product is checked against specifications</td>
<td>5.1 Packaged product is assessed according to workplace and hygiene and sanitation requirements.</td>
</tr>
<tr>
<td></td>
<td>5.2 Appropriate action is taken if product is out of specifications.</td>
</tr>
<tr>
<td></td>
<td>5.3 Packaged product is labelled according to workplace requirements.</td>
</tr>
<tr>
<td>6 Perform gas flushing</td>
<td>6.1 Gas flushing is performed according to workplace requirements.</td>
</tr>
<tr>
<td>7 Replace gas cylinders</td>
<td>7.1 Replace empty gas cylinders according to workplace requirements if a part of work instructions.</td>
</tr>
<tr>
<td></td>
<td>7.2 Follow procedures for removing empty cylinders and replacing with full cylinders.</td>
</tr>
<tr>
<td>8 Clean machinery and accessories</td>
<td>8.1 Machinery and accessories are cleaned according to manufacturer’s specifications and workplace, OH&amp;S and hygiene and sanitation requirements.</td>
</tr>
</tbody>
</table>
RANGE OF VARIABLES

The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Worksite includes:
- immediate working area
- overall workplace.
Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Packaging requirements may include:
- plastic film
- cartons
- plastic containers
- labels.

Packaging processes using gas flushing may include:
- controlled modified atmosphere packaging
- thermoforming.

Routine explanations and reports may be:
- in everyday workplace language and include mathematical language and commonly used technical terms
- presented orally
- presented in writing using standard formats or proformas, diagrams, symbols and charts
- include information from several sources
- directly related to own work and work area problem solving
- completed with the assistance of others.

Mathematical operations and tasks relate to own work and work area problem solving.

Calculators and computer software packages may be used.

Mathematical operations, tasks and language may include:
- routine estimations and calculations using a range of specified formula and procedures
- operations involving percentages, comparisons and variations
- accurate recording of temperature, time, volume, weight and quantity in standard formats/proformas
- reading and interpreting analog and digital measures including clocks, scales, pressured gauges, thermometers, cash registers
- interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc.
PRE/CO-REQUISITES
MTMMP2B  Apply hygiene and sanitation practices
MTMMP3B  Apply quality assurance practices
MTMMP4B  Follow safe work policies and procedures
MTMS2B   Apply mathematical concepts

EVIDENCE GUIDE
The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

Underpinning knowledge
The following knowledge and understanding is essential to perform work to the required standard in this unit.

• Explain the types of packaging where gas flushing is included.
• Explain the gas flushing process.
• Explain workplace requirements related to the gas flushing process of packaging.
• Explain workplace requirements related to checking the packaged product against specifications.

Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

• Demonstrate the ability to set up the machinery for packaging process to workplace, OH&S, hygiene and sanitation requirements and manufacturer’s specifications.
• Demonstrate the ability to set up and check gas cylinders to workplace requirements and suppliers specifications.
• Demonstrate the ability to set up and place the requirements for packaging in appropriate positions on packaging line to workplace, OH&S and hygiene and sanitation requirements.
• Demonstrate the ability to operate packaging machinery to throughput requirements for a variety of products to manufacturer’s specifications and workplace, OH&S, QA and hygiene and sanitation requirements.
• Demonstrate the ability to assess packaged product to workplace and hygiene and sanitation requirements.
• Demonstrate the ability to take appropriate action if product is out of specifications.
• Demonstrate the ability to label packaged product to workplace requirements.
• Demonstrate the ability to flush gas to workplace requirements.
KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information
- Communicating ideas and information
- Planning and organising activities
- Working with others and in teams
- Solving problems
- Using mathematical ideas and techniques
- Using technology

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.
RESOURCES IMPLICATIONS

This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

### Unit – MTMS207A Operate bar and coder system

#### Unit descriptor

This unit outlines the competencies needed by workers to operate a bar and coder system.

#### ELEMENTS

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Start up and shut down coding system</td>
<td>1.1 Coding system is started up and shut down to workplace, OH&amp;S and hygiene requirements.</td>
</tr>
<tr>
<td>2 Change dates and fonts on bar and date coders</td>
<td>2.1 Dates and fonts on bar and date coders are changed according to workplace requirements.</td>
</tr>
<tr>
<td>3 Perform routine maintenance on the coding system</td>
<td>3.1 Routine maintenance on the coding system is performed according to manufacturers specifications and workplace, OH&amp;S and hygiene requirements.</td>
</tr>
<tr>
<td>4 Enter or change product details</td>
<td>4.1 Product details are entered or changed according to workplace requirements.</td>
</tr>
<tr>
<td>5 Fix printing problems</td>
<td>5.1 Printing problems are fixed according to workplace requirements.</td>
</tr>
</tbody>
</table>

#### RANGE OF VARIABLES

The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

**OH&S requirements may include:**

- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

**Regulatory requirements may include:**

- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.
Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Worksite includes:
- immediate working area
- overall workplace.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Routine explanations and reports may be:
- in everyday workplace language and include mathematical language and commonly used technical terms
- presented orally
- presented in writing using standard formats or proformas, diagrams, symbols and charts
- include information from several sources
- directly related to own work and work area problem solving
- completed with the assistance of others.
Mathematical operations and tasks relate to own work and work area problem solving. Calculators and computer software packages may be used.

Mathematical operations, tasks and language may include:

- routine estimations and calculations using a range of specified formula and procedures
- operations involving percentages, comparisons and variations
- accurate recording of temperature, time, volume, weight and quantity in standard formats/pro formas
- reading and interpreting analog and digital measures including clocks, scales, pressured gauges, thermometers, cash registers
- interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc.

**PRE/CO-REQUISITES**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTMMP2B</td>
<td>Apply hygiene and sanitation practices</td>
</tr>
<tr>
<td>MTMMP3B</td>
<td>Apply quality assurance practices</td>
</tr>
<tr>
<td>MTMMP4B</td>
<td>Follow safe work policies and procedures</td>
</tr>
<tr>
<td>MTMS2B</td>
<td>Apply mathematical concepts</td>
</tr>
</tbody>
</table>

**EVIDENCE GUIDE**

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

**Underpinning knowledge**

The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Describe the start up procedure for the coding system.
- Describe the functions performed by solvent and water in the printing process.
- Describe the safety procedures for handling solvents.
- Outline the correct procedure for re-booting the computer system.
- Explain the use-by-date or packed-on-date for a range of products and the importance of these dates.
- Explain the common causes of printing problems.
- Explain the correct procedures for fixing common printing problems.
Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Demonstrate the procedure for changing dates on the coders.
- Identify the components of the coding system and explain their maintenance requirements.
- Demonstrate the correct maintenance procedure for these components.
- Demonstrate the correct procedure for manually entering new product details into the product coding system.
- Demonstrate the use of the bar and coder system on a variety of products.
- Demonstrate the correct procedures for fixing common printing problems.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 1
- Communicating ideas and information................................................................................................ 1
- Planning and organising activities ....................................................................................................... 1
- Working with others and in teams ....................................................................................................... 1
- Solving problems ................................................................................................................................. 1
- Using mathematical ideas and techniques ........................................................................................... 1
- Using technology ................................................................................................................................. 1

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.
Unit assessment

Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS

This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

Unit – MTMS208A Operate metal detection unit

Unit descriptor
This unit describes the competencies necessary for workers to operate a metal detection unit.

ELEMENTS | PERFORMANCE CRITERIA
--- | ---
1 Set up a metal detection unit | 1.1 Metal detection unit is set up, calibrated and tested according to workplace, OH&S, hygiene and sanitation requirements and manufacturers specifications.
2 Operate a metal detection unit | 2.1 Metal detection unit is operated according to workplace, OH&S, hygiene and sanitation requirements and manufacturers specifications.
 | 2.2 Appropriate action is taken when metal is detected according to workplace requirements.
3 Clean metal detection unit | 3.1 Metal detection unit is cleaned according to workplace, OH&S, hygiene and sanitation requirements and manufacturers specifications.
4 Maintain metal detection unit | 4.1 Metal detection unit is maintained according to workplace, OH&S, hygiene and sanitation requirements and manufacturers specifications.

RANGE OF VARIABLES
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.
Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Worksite includes:
- immediate working area
- overall workplace.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.
Routine explanations and reports may be:
- in everyday workplace language and include mathematical language and commonly used technical terms
- presented orally
- presented in writing using standard formats or proformas, diagrams, symbols and charts
- include information from several sources
- directly related to own work and work area problem solving
- completed with the assistance of others.

Mathematical operations and tasks relate to own work and work area problem solving.
Calculators and computer software packages may be used.

Mathematical operations, tasks and language may include:
- routine estimations and calculations using a range of specified formula and procedures
- operations involving percentages, comparisons and variations
- accurate recording of temperature, time, volume, weight and quantity in standard formats/proformas
- reading and interpreting analog and digital measures including clocks, scales, pressured gauges, thermometers, cash registers
- interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc.

PRE/CO-REQUISITES

- MTMMP2B Apply hygiene and sanitation practices
- MTMMP3B Apply quality assurance practices
- MTMMP4B Follow safe work policies and procedures
- MTMS2B Apply mathematical concepts

EVIDENCE GUIDE

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

Underpinning knowledge

The following knowledge and understanding is essential to perform work to the required standard in this unit.
- Explain the reasons for having metal detection units and their location at the work site.
- Explain the operation of the metal detection unit.
- Explain the workplace procedures when metal is detected in a product.
Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Demonstrate the ability to set up, calibrate and test a metal detection unit to workplace, OH&S, hygiene and sanitation requirements and manufacturers specifications.
- Demonstrate the ability to operate a metal detection unit to workplace, OH&S, hygiene and sanitation requirements and manufacturers specifications.
- Demonstrate the ability to take appropriate action when metal is detected according to workplace requirements.
- Demonstrate the ability to clean and maintain a metal detection unit to workplace, OH&S, hygiene and sanitation requirements and manufacturers specifications.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 1
- Communicating ideas and information .................................................................................................. 1
- Planning and organising activities........................................................................................................ 1
- Working with others and in teams....................................................................................................... 1
- Solving problems............................................................................................................................... 1
- Using mathematical ideas and techniques.......................................................................................... 1
- Using technology................................................................................................................................. 1

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.
Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

  OR
- Meat Processing (Abattoirs) Resources CD, Certificate II, Technical Units, copyright ANTA (available from MINTRAC 1 800 817 462)
Unit – MTMS209A Rotate stored meat and meat product

Unit descriptor
This unit describes the competencies necessary for workers to rotate stored meat and meat products in a meat establishment.

ELEMENTS | PERFORMANCE CRITERIA
---|---
1 Store meat and meat product | 1.1 Meat is stored at the required refrigerated temperature in accordance with hygiene, regulatory and workplace requirements.
 | 1.2 Meat storage times/shelf life are documented for each meat species and product according to regulatory requirements.
 | 1.3 Meat is checked to ensure it is labelled in accordance with workplace and regulatory requirements.
2 Rotate stored meat and product | 2.1 Meat is selected for rotation according to label documentation and workplace requirements.
 | 2.2 Meat is handled hygienically during rotation in accordance with regulatory and hygiene requirements.
 | 2.3 Meat product is rotated according to regulatory, hygiene and workplace requirements.
 | 2.4 Shelf life of meat product is considered in relation to the storage and rotation of meat and meat product.
 | 2.5 Meat product is handled according to OH&S requirements.
3 Maintain clean holding room | 3.1 Holding room is cleaned according to regulatory, OH&S, hygiene and workplace requirements.

RANGE OF VARIABLES
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.
Regulatory requirements may include:
• requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
• requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
• requirements set out in ‘ANZFA Food Standards Code’
• state regulations regarding meat processing
• relevant regulations
• Export Control Act.

Hygiene and sanitation requirements may include:
• relevant government regulations
• workplace requirements.

Personal Protective Equipment (PPE) may include:
• uniforms
• waterproof clothing
• work, safety or waterproof footwear
• protective head and hair covering
• lifting assistance
• eye and facial protection
• protective hand and arm covering
• mesh apron
• ear plugs/muffs
• coat and apron
• headwear
• protective boot covers.

Worksite includes:
• immediate working area
• overall workplace.

Workplace requirements will include:
• work instructions
• standard operating procedures
• enterprise specific procedures
• enterprise specific procedures
• OH&S requirements
• quality assurance requirements
• the ability to perform the task to production requirements.
Product could include:

- cooked product
- fresh meat
- cured meat
- pre-salted meat
- meat emulsion.

Routine explanations and reports may:

- be in everyday workplace language including mathematical language and some commonly used technical terms
- be presented orally
- be presented in writing using standard format, pro formas, charts and diagrams
- include mathematical and other information from several sources.

Mathematical operations may include routine estimation and calculation and involve percentages, comparisons, variations.

Calculators may be used.

**PRE/CO-REQUISITES**

MTMMP2B  Apply hygiene and sanitation practices
MTMMP3B  Apply quality assurance practices
MTMMP4B  Follow safe work policies and procedures
MTMS2B  Apply mathematical concepts

**EVIDENCE GUIDE**

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

**Underpinning knowledge**

The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Explain the storage temperatures and shelf life for meat and meat products.
- Explain the effects on the product of the use of meat which is beyond its useful life.
- Explain stock rotation requirements for meat and meat products to regulatory and hygiene requirements.
Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Demonstrate the ability to store meat product in accordance with temperature requirements.
- Demonstrate the ability to rotate stored meat in line with:
  - workplace requirements
  - hygiene and sanitation requirements
  - OH&S requirements
  - regulatory requirements.
- Select, organise, report and record routine information and mathematical data related to:
  - storage of meat and meat product
  - rotation/shelf life of meat and meat product
  - labelling.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 2
- Communicating ideas and information ................................................................................................ 1
- Planning and organising activities ....................................................................................................... 1
- Working with others and in teams ....................................................................................................... 2
- Solving problems ................................................................................................................................. 3
- Using mathematical ideas and techniques ........................................................................................... 2
- Using technology ................................................................................................................................. 3

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.
Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

  OR
- Meat Processing (Smallgoods) Resources CD, copyright ANTA (available from MINTRAC 1800 817 462).
### Unit – MTMS20B Prepare packaging line

#### Unit descriptor
This unit describes the competencies necessary for workers to prepare a packaging line/system to specifications.

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Identify the operating requirements of</td>
<td>1.1 Packaging line equipment and materials are identified in accordance with workplace requirements.</td>
</tr>
<tr>
<td>packaging equipment</td>
<td>1.2 Packaging equipment is prepared for start up to workplace requirements.</td>
</tr>
<tr>
<td></td>
<td>1.3 Principles of packaging line operation are followed according to workplace requirements.</td>
</tr>
<tr>
<td></td>
<td>1.4 Equipment faults are identified and remedial action initiated in accordance with manufacturer’s specifications and workplace requirements.</td>
</tr>
<tr>
<td>2 Set up packaging line for operation</td>
<td>2.1 Equipment checks are performed according to workplace requirements.</td>
</tr>
<tr>
<td></td>
<td>2.2 Packaging line is prepared for operation in accordance with workplace and OH&amp;S requirements.</td>
</tr>
<tr>
<td></td>
<td>2.3 Routine equipment checks are conducted and equipment problems identified in accordance with manufacturer’s specifications and workplace requirements.</td>
</tr>
<tr>
<td></td>
<td>2.4 Checks prior to start up are performed to workplace requirements.</td>
</tr>
<tr>
<td></td>
<td>2.5 Product particulars are verified to ensure conformity with product descriptions.</td>
</tr>
<tr>
<td>3 Select appropriate packaging materials</td>
<td>2.6 Weight controls are set and adjusted and weighing procedure checked to achieve product specifications.</td>
</tr>
<tr>
<td></td>
<td>3.1 Appropriate packaging materials are selected according to customer specifications, workplace, OH&amp;S and QA requirements.</td>
</tr>
<tr>
<td></td>
<td>3.2 Packaging materials are replenished as needed according to workplace requirements.</td>
</tr>
</tbody>
</table>
RANGE OF VARIABLES

The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Worksite includes:
- immediate working area
- overall workplace.
Workplace requirements will include:

- work instructions
- standard operating procedures
- enterprise specific procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Equipment used in packaging may include:

- polystyrene trays
- clear plastic containers
- plastic wrap
- plastic bags
- wrapping machine
- vacuum packing machine.

Packaging materials may include:

- cartons
- boxes
- stickers
- film
- codefoil
- scissors
- gas
- date coders.

Packaging procedures may include vacuum packaging.

Routine explanations and reports may:

- be in everyday workplace language including mathematical language and some commonly used technical terms
- be presented orally
- be presented in writing using standard format, proformas, charts and diagrams
- include mathematical and other information from several sources.

Mathematical operations may include routine estimation and calculation and involve percentages, comparisons, variations.

Calculators may be used.
PRE/CO-REQUISITES
MTMMP2B  Apply hygiene and sanitation practices
MTMMP3B  Apply quality assurance practices
MTMMP4B  Follow safe work policies and procedures
MTMS2B   Apply mathematical concepts

EVIDENCE GUIDE
The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

Underpinning knowledge
The following knowledge and understanding is essential to perform work to the required standard in this unit.

• Explain the different types of packaging processes and why each type is used.
• Explain the set-up procedure for packaging process.
• Explain the purpose of each item of equipment in the packaging line/system.

Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

• Demonstrate the preparation of a packaging line.
• Perform equipment checks
• Demonstrate emergency procedures to control equipment.
• Identify equipment problems and remedy faults/malfunctions of packaging line equipment.
• Demonstrate the selection of appropriate packaging materials.
• Prepare the packaging line for packing a variety of products.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

• Collecting, analysing and organising ideas and information ...............................................................1
• Communicating ideas and information ................................................................................................2
• Planning and organising activities........................................................................................................2
• Working with others and in teams........................................................................................................1
• Solving problems ..................................................................................................................................2
• Using mathematical ideas and techniques............................................................................................1
• Using technology ..................................................................................................................................1
CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.
Unit – MTMSR201A Prepare and slice meat cuts

Unit descriptor
This unit describes the competencies required to prepare and slice meat cuts into finished meat cuts.

ELEMENTS PERFORMANCR CRITERIA
1 Slice and trim meat in
preparation for sale 1.1 Meat cuts are prepared and sliced according to workplace requirements.
1.2 Meat cuts are separated into final meat cuts according to QA, hygiene and OH&S requirements.
2 Handle knife effectively 2.1 Knife is handled safely, hygienically and effectively.

RANGE OF VARIABLES
The Range of Variables statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.
Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Worksite includes:
- immediate working area
- overall workplace.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Mathematical operations and tasks relate to own work and work area problem solving.

Calculators and computer software packages may be used.

Mathematical operations, tasks and language may include:
- routine estimations and calculations using a range of specified formula and procedures
- operations involving percentages, comparisons and variations
- accurate recording of temperature, time, volume, weight and quantity in standard formats/proformas
- reading and interpreting analog and digital measures including clocks, scales, pressured gauges, thermometers, cash registers
- interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc.
Meat cuts may differ according to:

- species
- customer specification
- end use
- enterprise specifications.

Examples of final meat cuts are:

- beef – rump, round, topside, chuck, shin, blade steaks
- sheep – leg steaks
- pork – loin, topside, leg steaks.

For **meat retailing** competency is required for beef and sheep plus one other species from the following. For **smallgoods** competency is required for a minimum of one species:

- pork
- goat
- poultry
- emu
- game
- buffalo
- any other species.

**PRE/CO-REQUISITES**

MTMMP2B  Apply hygiene and sanitation practices
MTMMP3B  Apply quality assurance practices
MTMMP4B  Follow safe work policies and procedures
MTMMP5B  Communicate in the workplace

**EVIDENCE GUIDE**

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

**Underpinning knowledge**

The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Identify workplace requirements related to slicing meat.
- Identify and name examples of finished meat cuts.
- Describe the principles of QA, hygiene and sanitation and OH&S in relation to cutting meat.
Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit. For meat retailing evidence must be gained of competency in 3 species. For smallgoods competency must be gained for a minimum of one species.

- Slice and trim meat in preparation for sale.
- Prepare finished meat cuts from all primals for meat retailing for three selected species and for smallgoods manufacturing, a minimum of one species.
- Demonstrate correct cutting, slicing and trimming techniques.
- Demonstrate safe and effective knife skills.
- Remove defects from products according to workplace and regulatory requirements.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 2
- Communicating ideas and information................................................................................................ 1
- Planning and organising activities ....................................................................................................... 2
- Working with others and in teams ....................................................................................................... 1
- Solving problems ................................................................................................................................. 1
- Using mathematical ideas and techniques ........................................................................................... 1
- Using technology ................................................................................................................................. 1

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of the individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.
Unit assessment

Evidence is most relevant when provided through an holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS

This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real or simulated work environment
- relevant equipment and materials, including sharp knives
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

  OR
## Unit – MTMSR202A Trim meat to specifications

### Unit descriptor
This unit covers the skills and knowledge required to trim a selection of meat cuts to workplace specifications.

### ELEMENTS

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Trim meat to workplace specifications</td>
<td>1.1 Meat is trimmed to workplace specifications.</td>
</tr>
<tr>
<td></td>
<td>1.2 Meat is trimmed to OH&amp;S, hygiene and sanitation and workplace requirements.</td>
</tr>
<tr>
<td>2 Handle product hygienically</td>
<td>2.1 Product is handled to meet hygiene requirements.</td>
</tr>
<tr>
<td>3 Handle knife effectively</td>
<td>3.1 Knife is handled safely, hygienically and effectively.</td>
</tr>
</tbody>
</table>

### RANGE OF VARIABLES
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.
Personal Protective Equipment (PPE) may include:

- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Worksite includes:

- immediate working area
- overall workplace.

Workplace requirements will include:

- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

For **meat retailing**, species must include beef, sheep and one other species from the following. **Smallgoods** manufacturing must include a minimum of one species from the following.

- pork
- goat
- poultry
- game
- emu
- buffalo or any other species.

Knives include:

- boning
- skinning knives
- steak knives.
Workplace specifications may include:

- trimming excess fat
- dicing for further processing
- removing connective tissue prior to further processing
- trimming excess meat from bones.

Calculators and computer software packages may be used.

Routine explanations and reports may be:

- in everyday workplace language and include mathematical language and commonly used technical terms
- presented orally
- presented in writing using standard formats or proformas, diagrams, symbols and charts
- include information from several sources
- directly related to own work and work area problem solving
- completed with the assistance of others.

PRE/CO-REQUISITES

MTMMP2B  Apply hygiene and sanitation practices
MTMMP3B  Apply quality assurance practices
MTMMP4B  Follow safe work policies and procedures
MTMMP5B  Communicate in the workplace
MTMMP6B  Overview the meat industry

EVIDENCE GUIDE

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

Underpinning knowledge

The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Review the steps in sharpening a knife.
- Review OH&S requirements for use of knife.
- Review hygiene requirements for use of knife.
- Review workplace requirements for use of knife.
- Give examples of workplace specifications for trimming meat.
- Give examples of customer specifications for trimming meat.
- Identify hygiene requirements for the handling of meat products.
Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit. Evidence must be gained of competency in 3 species.

- Trim meat to specifications following workplace requirements.
- Demonstrate the use of a knife to workplace, OH&S and hygiene requirements.
- For meat retailing, meat must include beef and one other species. Smallgoods manufacturing must include a minimum of one species.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 1
- Communicating ideas and information ................................................................................................ 1
- Planning and organising activities ......................................................................................................... 1
- Working with others and in teams ......................................................................................................... 1
- Solving problems .................................................................................................................................. 1
- Using mathematical ideas and techniques ............................................................................................ 1
- Using technology .................................................................................................................................. 1

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of the individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.
Unit assessment

Evidence is most relevant when provided through an holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS

This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real or simulated work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

  OR
Unit – MTMSR203A Package product using automatic packaging and labelling equipment

Unit descriptor
This unit describes the competencies required to package meat product by specification using automatic packaging equipment. It includes the skills required to set up the packaging unit, accurately identify products and package products to meet customer orders.

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
</table>
| 1 Set up packaging unit for operation | 1.1 Packaging process for an individual unit is set to operating standards by implementation of the workplace start up procedures ensuring:  
- compliance with OH&S and hygiene requirements  
- consumables are loaded to specifications  
- equipment settings are as per packaging instructions  
- faults in equipment are identified and reported. |
| 2 Set weight controls | 2.1 Weight controls are set to production requirements ensuring:  
- bagged product is check-weighed to verify machine set-up  
- controls are adjusted to achieve production specifications. |
| 3 Operate packaging process | 3.1 Product is packaged to workplace requirements ensuring:  
- process is operated according to OH&S, workplace and hygiene requirements and manufacturer’s specifications  
- packs are undamaged and sealed and coded to packing requirements. |
| 4 Describe packaged product | 4.1 Packaged product is measured according to workplace requirements.  
4.2 Packaged product is labelled according to workplace requirements.  
4.3 Product is packaged according to OH&S and hygiene requirements. |

RANGE OF VARIABLES
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.
OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Worksite includes:
- immediate working area
- overall workplace.
Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Equipment and packaging used in wrapping/over wrapping may include:
- polystyrene trays
- clear plastic containers
- plastic wrap
- wrapping machine (automatic)
- manual wrapping machine.

Packaging may include:
- cartons
- boxes.

Packaging units may include:
- vacuum packaging units
- automatic packaging and labelling equipment
- manual packaging and labelling.

Product may include:
- stir fry mixes
- satays
- enterprise product range.

Routine explanations and reports may be:
- in everyday workplace language and include mathematical language and commonly used technical terms
- presented orally
- presented in writing using standard formats or proformas, diagrams, symbols and charts
- include information from several sources
- directly related to own work and work area problem solving
- completed with the assistance of others.

Mathematical operations and tasks relate to own work and work area problem solving.

Calculators and computer software packages may be used.
Mathematical operations, tasks and language may include:
- routine estimations and calculations using a range of specified formula and procedures
- operations involving percentages, comparisons and variations
- accurate recording of temperature, time, volume, weight and quantity in standard formats/pro formas
- reading and interpreting analog and digital measures including clocks, scales, pressured gauges, thermometers, cash registers
- interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc.

**PRE/CO-REQUISITES**

MTMMP2B  Apply hygiene and sanitation practices
MTMMP3B  Apply quality assurance practices
MTMMP4B  Follow safe work policies and procedures
MTMS2B   Apply mathematical concepts

**EVIDENCE GUIDE**

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

**Underpinning knowledge**

The following knowledge and understanding is essential to perform work to the required standard in this unit. However, the focus of this range will vary according to the target markets of a particular workplace.

- Explain the features of the packaging unit – parts, safety features, start up and shut down procedure, possible faults and adjustments.
- Explain the production schedule for automatic packing and labelling equipment.
- Explain methods of recording production.
- Explain regulatory requirements related to packaging.
Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Assemble the packaging unit.
- Check the unit to ensure cleanliness and working order.
- Check safety features are in place.
- Load product according to specifications.
- Adjust equipment settings in line with packaging instructions/schedules.
- Identify and report faults in equipment.
- Set weight controls.
- Use estimation and manual scales to check weigh product.
- Operate packaging equipment to package products to manufacturer’s specifications, workplace, OH&S, hygiene and sanitation requirements.
- Complete packaging and labelling records accurately.
- Accurately enter information in labelling equipment.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ...............................................................2
- Communicating ideas and information ................................................................................................1
- Planning and organising activities........................................................................................................2
- Working with others and in teams........................................................................................................2
- Solving problems..................................................................................................................................2
- Using mathematical ideas and techniques............................................................................................1
- Using technology..................................................................................................................................2

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competence by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of the individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.
Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills that underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

  OR
### Unit – MTMSR204A Despatch meat product

#### Unit descriptor
This unit describes the competencies necessary to place orders at despatch point and load into transportation.

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
</table>
| 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 Load-out product | 2.1 Product is transported to load-out according to workplace requirements.  
2.2 Product is loaded according to workplace requirements, commensurate with production requirements.  
2.3 Products are documented and recorded according to workplace requirements, commensurate with production requirements.  
2.4 Product load-out is completed according to OH&S and hygiene requirements. |
| 3 Maintain clean holding rooms | 3.1 Holding rooms are maintained to workplace, regulatory and hygiene and sanitation requirements. |

#### RANGE OF VARIABLES
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.
Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Worksite includes:
- immediate working area
- overall workplace.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.
Variables may include:
- enterprise product range
- regulations and legislation pertaining to the storage of product types
- enterprise procedures, practices and standards for the storage and handling of product
- enterprise inventory records and stock location systems.

Meat establishments may include:
- meat processing plants
- abattoirs
- slaughter floors
- boning rooms
- smallgoods establishments
- retail meat outlets
- supermarkets
- meat wholesalers
- food services establishments.

Communication may be with people from a range of cultural, social and ethnic background.

Routine explanations and reports may be:
- in everyday workplace language and include mathematical language and commonly used technical terms
- presented orally
- presented in writing using standard formats or proformas, diagrams, symbols and charts
- include information from several sources
- directly related to own work and work area problem solving
- completed with the assistance of others.

Mathematical operations may include routine estimation and calculation and involve percentages, comparisons, variations. Calculators may be used.

Mathematical information may be included on digital or analogue scales or thermometers, in batch tags, bar codes, product information (including date packed, weight, ingredients and nutrition guides), manufacturer’s instructions, cleaning regimes and formulas.

Load out documentation may be recorded manually or electronically.

**PRE/CO-REQUISITES**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTMMP2B</td>
<td>Apply hygiene and sanitation practices</td>
</tr>
<tr>
<td>MTMMP3B</td>
<td>Apply quality assurance practices</td>
</tr>
<tr>
<td>MTMMP4B</td>
<td>Follow safe work policies and procedures</td>
</tr>
<tr>
<td>MTMS2B</td>
<td>Apply mathematical concepts</td>
</tr>
</tbody>
</table>
EVIDENCE GUIDE
The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

Underpinning knowledge
The following knowledge and understanding is essential to perform work to the required standard in this unit. However, the focus of this range will vary according to the target markets of a particular workplace.

- Explain regulatory requirements related to storage and handling of product.
- Explain correct storage requirements for products.
- Explain temperatures for storage of meat products.
- Explain workplace requirements for despatch of meat.
- Explain recording procedures for load-out of product.

Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Identify species and various meat products for storage.
- Monitor refrigerated temperature on a regular basis.
- Identify appropriate storage facilities for individual products.
- Handle product according to hygiene requirements.
- Use correct manual handling techniques for transferring product to storage facilities.
- Rotate stock.
- Arrange and consolidate orders to customer and workplace requirements.
- Load product to QA, hygiene, OH&S and workplace requirements.
- Record information accurately and legibly.
- Maintain clean holding rooms according to workplace, regulatory and hygiene requirements.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 2
- Communicating ideas and information ................................................................................................ 1
- Planning and organising activities ....................................................................................................... 2
- Working with others and in teams ...................................................................................................... 1
- Solving problems ................................................................................................................................. 1
- Using mathematical ideas and techniques ........................................................................................... 1
- Using technology ................................................................................................................................. 1
CONTEXT OF ASSESSMENT

What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competence by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of the individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment

Evidence is most relevant when provided through a holistic assessment activity that integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills that underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS

This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real or simulated work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

  OR
Unit – PMCCOR102A Clean plant and equipment

Unit descriptor
This competency covers general housekeeping duties, as well as the cleaning of plant and equipment. This competency is typically performed by all operators working either independently or as part of a work team. This unit is a contextualisation for the meat industry of PMCCOR102A Clean plant and equipment from the Manufactured Mineral Products Training Package. The range statement has been contextualised for the meat industry. The outcomes remain unchanged and the units are equivalent.

ELEMENTS

1 Identify housekeeping requirements

2 Perform general housekeeping duties

3 Clean plant and equipment

4 Dispose of waste materials

PERFORMANCE CRITERIA

1.1 Explain and understand site safety and housekeeping standards.

1.2 Undertake housekeeping inspection in accordance with procedures/work instructions.

1.3 Identify and schedule housekeeping requirements as appropriate.

2.1 Keep designated work areas clean to enterprise specific standards.

2.2 Keep designated work areas clear of obstructions.

2.3 Handle and use chemicals and solvents as per the manufacturers’ guidelines and company specifications.

2.4 Ensure work area is ready for next user.

2.5 Remove work materials to designated locations.

3.1 Keep assigned plant and equipment clean following established enterprise procedures.

3.2 Perform specialised cleaning procedures in strict accordance with standard operating procedures.

3.3 Ensure that appropriate personal protective equipment is used as required.

4.1 Correctly identify waste materials.

4.2 Remove waste materials to a designated location.

RANGE OF VARIABLES
The Range of Variables statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.
OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Worksite includes:
- immediate working area
- overall workplace.
Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Industry sectors may include:
- meat wholesale estimates
- meat retail estimates
- supermarkets
- smallgoods manufacturers
- slaughter floors
- boning rooms
- chillers.

This competency unit may vary between enterprises depending upon a range of practices and procedures, with consideration given to plant configuration and process. This will include:
- cleaning methods and procedures
- the type of tools and equipment used in special situations
- the use of personal protective equipment.

This competency unit may also vary depending upon the use of a variety of equipment and supplies such as:
- cleaning equipment and materials
- brooms
- shovels
- solvents
- waste containers
- safety equipment.

Typical problems include:
- correct equipment not immediately available
- safety issues associated with cleaning
- ensuring housekeeping aids rather than interferes with production.

All operations are performed in accordance with standard procedures and work instructions.
PRE/CO-REQUISITES
MTMMP2B   Apply hygiene and sanitation practices
MTMMP3B   Apply quality assurance practices
MTMMP4B   Follow safe work policies and procedures

EVIDENCE GUIDE
The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

Underpinning knowledge
The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Essential knowledge and enterprise requirements:
  - of the process sufficient to recognise non-standard situations and then determine an appropriate action which is consistent with operating guidelines
  - of the enterprises standard procedures and work instructions and relevant regulatory requirements, along with the ability to implement them within appropriate time constraints and in a manner relevant to the operation of the process.

- Competence includes the ability to apply and describe:
  - duty of care
  - requirements for housekeeping process
  - procedures for plant maintenance
  - safe handling procedures
  - the standard of cleanliness required as is relevant to the practical operation of the process.

- Competence includes the ability to distinguish between:
  - materials and waste
  - routine and special cleaning needs as is relevant to the practical operation of the process.

Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- It is essential that the process be understood and that the importance of good housekeeping is known.

- Competence must be demonstrated in the ability to recognise and analyse potential situations requiring action and then in implementing appropriate corrective action.

- Consistent performance should be demonstrated. In particular look to see that:
  - early warning signs of areas in need of cleaning are recognised
  - work areas are kept tidy and clean
  - equipment is neatly stored, in a safe manner, in the correct location at all times when not in use.
  - equipment is always tidy and safe when in use.

- Competence must be demonstrated in the operation of all ancillary equipment to the level required for this competency unit.
KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 2
- Communicating ideas and information ................................................................................................ 1
- Planning and organising activities ....................................................................................................... 2
- Working with others and in teams ....................................................................................................... 2
- Solving problems ................................................................................................................................. 2
- Using mathematical ideas and techniques ........................................................................................... 2
- Using technology ................................................................................................................................. 2

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of the individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through an holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills that underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.
RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real or simulated work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:


  OR

Unit – TDTD1097A Operate a forklift

Unit descriptor
This unit covers the skills and knowledge required to operate a forklift safely, including systematic and efficient control of all vehicle functions and effective management of hazardous situations. TDTD1097A Operate a forklift is a contextualisation for the meat industry of the Transport and Distribution Training Package and contains a meat industry specific range of variables. Unit outcomes remain unchanged.

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Check forklift condition</td>
<td>1.1 Condition of forklift is checked for compliance with enterprise requirements for warning devices, operation to specifications, and the nature of the load shifting exercise.</td>
</tr>
<tr>
<td></td>
<td>1.2 Attachments are checked to ensure appropriate adjustment and operation.</td>
</tr>
<tr>
<td></td>
<td>1.3 Mirrors and seats are adjusted for safe operation by the driver.</td>
</tr>
<tr>
<td></td>
<td>1.4 Logs are checked and appropriate workplace documentation completed.</td>
</tr>
<tr>
<td>2 Drive the forklift</td>
<td>2.1 Forklift is started, steered, manoeuvred, positioned and stopped in accordance with traffic regulations and manufacturer's instructions.</td>
</tr>
<tr>
<td></td>
<td>2.2 Engine power is managed to ensure efficiency and performance and to minimise engine and gear damage.</td>
</tr>
<tr>
<td></td>
<td>2.3 Driving hazards are identified and/or anticipated and avoided or controlled through defensive driving. The forklift is driven in reverse, maintaining visibility and achieving accurate positioning.</td>
</tr>
<tr>
<td></td>
<td>2.4 The forklift is parked, shut down and secured in accordance with manufacturer’s specifications, traffic regulations and company procedures.</td>
</tr>
<tr>
<td>3 Operate a forklift to handle loads</td>
<td>3.1 The lifting task to be undertaken is appropriately planned and the correct lifting truck and attachments are selected.</td>
</tr>
<tr>
<td></td>
<td>3.2 The load is lifted, carried, lowered and set down in accordance with OH&amp;S legislation, manufacturer’s specifications and company procedures.</td>
</tr>
</tbody>
</table>
ELEMENTS

4 Monitor site conditions

PERFORMANCE CRITERIA

4.1 When selecting the most efficient route, hazards and traffic flow are identified and appropriate adjustments are made.

4.2 Site conditions are assessed to enable safe operation and to ensure no injury to people or damage to property, equipment, loads or facilities occurs.

5 Monitor and maintain forklift performance

5.1 Performance and efficiency of vehicle operation is monitored during use.

5.2 Defective or irregular performance and malfunctions are reported to company.

5.3 Forklift records are maintained/updated in accordance with company procedures and legislative requirements.

RANGE OF VARIABLES

The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:

- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:

- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:

- relevant government regulations
- workplace requirements.
Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Worksite includes:
- immediate working area
- overall workplace.

Meat establishments may include:
- meat processing plants
- abattoirs
- slaughter floors
- boning rooms
- smallgoods establishments
- retail meat outlets
- supermarkets
- meat wholesalers
- food services establishments.

Work is performed under some supervision, generally within a team environment, and may be internal or external.
Enterprise may comprise large, medium or small worksites.

Work may be undertaken in various work environments.

Worksite environment may include:
- operations conducted by day or night
- work conducted in restricted spaces, exposed conditions or controlled or open environments
- exposure to chemicals, dangerous or hazardous substances and movements of equipment, goods and vehicles
- warehousing forklift operations including counterbalance trucks, reach trucks, pallet trucks and straddle trucks.

Sources of information/documents may include:
- goods identification numbers and codes
- manifests
- picking slips, merchandise transfers, stock requisitions and bar codes
- manufacturer’s specifications
- company operating procedures and policies
- supplier and/or client instructions
- materials safety data sheets
- phone, electronic data interchange, fax, email, internet, radio, oral, aural or signed communications
- Codes of Practice
- legislation and regulations
- Award, Enterprise Bargaining Agreement, other industrial arrangements
- standards and certification requirements
- Quality Assurance Procedures

Workplace context may include:
- work organisation procedures and practices
- conditions of service, legislation and industrial agreements including:
  - workplace agreements and awards
  - OH&S
- State, Federal or Territory Legislation.

Consultative processes may involve:
- staff members
- management
- union representatives
- industrial relations, OH&S specialists
- other professional or technical staff.
Applicable State/Territory/Commonwealth regulations and legislation may include, but are not limited to:

- OH&S
- Workplace Relations
- Workers Compensation
- Water and Road use and license arrangements
- license, patent or copyright arrangements
- dangerous goods and air freight regulations
- export/import/quarantine/bond requirements
- Marine Orders
- Environmental Protection Legislation
- emergency procedures.

Routine explanations and reports may be:

- in everyday workplace language and include mathematical language and commonly used technical terms
- presented orally
- presented in writing using standard formats or pro formas, diagrams, symbols and charts
- include information from several sources
- directly related to own work and work area problem solving
- completed with the assistance of others.

**PRE/CO-REQUISITES**

There are no pre or co-requisites required for this unit.

**EVIDENCE GUIDE**

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

**Underpinning knowledge**

The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Locate, interpret and apply relevant information.
- Convey information in written and oral form.
- Use workplace colloquial and technical language and communication technologies in the workplace context.
- Meet, as a minimum, requirements of (any) relevant legislation.
Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Work effectively with colleagues.
- Maintain workplace records.
- Handle loads and drive defensively.
- Manage forklift controls, read instruments and adjust engine power to site requirements.
- Drive safely in warehouse environment.
- Shows evidence of application of relevant procedures including:
  - hazard policies and procedures including Codes of Practice
  - issue resolution procedures
  - job procedures and work instructions
  - relevant guidelines relating to the safe use of equipment
  - Quality Assurance Procedures (where existing)
  - security procedures
  - following recognised housekeeping processes
  - waste, pollution and recycling management processes
  - reporting of unsafe or damaged equipment.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 1
- Communicating ideas and information ................................................................................................ 1
- Planning and organising activities ....................................................................................................... 1
- Working with others and in teams ...................................................................................................... 1
- Solving problems ............................................................................................................................... 1
- Using mathematical ideas and techniques ........................................................................................ 1
- Using technology .............................................................................................................................. 1
CONTEXT OF ASSESSMENT

What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment

Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS

This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.
MTM10100 Certificate III Meat Processing (Smallgoods) – Technical units
Unit – BSZ404A Train small groups

Unit descriptor
This unit covers the requirements for planning, delivering and reviewing training provided for the purposes of developing competency on a one-to-one or small group basis. This unit is a contextualisation for the meat industry of the unit BSZ404A Train small groups and contains a range statement specific to the meat industry.

ELEMENTS | PERFORMANCE CRITERIA
--- | ---
1 Prepare for training | 1.1 Specific needs for training are identified and confirmed through consultation with appropriate personnel.
 | 1.2 Training objectives are matched to identified competency development needs.
 | 1.3 Training approaches are planned and documented.
2 Deliver training | 2.1 Training is conducted in a safe and accessible environment.
 | 2.2 Training delivery methods are selected appropriate to training participants’ needs, trainer availability, location and resources.
 | 2.3 Strategies and techniques are employed which facilitate the learning process.
 | 2.4 Objectives of the training, sequence of activities and assessment processes are discussed with training participants.
 | 2.5 A systematic approach is taken to training and the approach is revised and modified to meet specific needs of training participants.
3 Provide opportunities for practice | 3.1 Practice opportunities are provided to ensure that the participant achieves the components of competency.
 | 3.2 Various methods for encouraging learning are implemented to provide diverse approaches to meet the individual needs of participants.
ELEMENTS

4 Review training

PERFORMANCE CRITERIA

4.1 Participants are encouraged to self evaluate performance and identify areas for improvement.

4.2 Participants’ readiness for assessment is monitored and assistance provided in the collection of evidence of satisfactory performance.

4.3 Training is evaluated in the context of self-assessment, participant feedback, supervisor comments and measurements against objectives.

4.4 Training details are recorded according to enterprise and legislative requirements.

4.5 Results of evaluation are used to guide further training.

RANGE OF VARIABLES

The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:

- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:

- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:

- relevant government regulations
- workplace requirements.
Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Worksite includes:
- immediate working area
- overall workplace.

Meat establishments may include:
- meat processing plants
- abattoirs
- slaughter floors
- boning rooms
- smallgoods establishments
- retail meat outlets
- supermarkets
- meat wholesalers
- food services establishments.
Relevant information to identify training needs includes:

- industry/enterprise or other performance competency standards
- endorsed components of relevant industry training package
- industry/workplace training practices
- job description
- results of training needs analyses
- business plans of the organisation which identify skill development requirements
- standard operating and/or other workplace procedures.

Appropriate personnel may include:

- team leaders/supervisors/technical experts
- managers/employers
- training and assessment co-ordinators
- training participants
- representative government regulatory bodies
- union/employee representatives
- consultative committees
- assessors.

Training delivery methods and opportunities for practice may include:

- presentations
- demonstrations
- explanations
- problem solving
- mentoring
- experiential learning
- group work
- on the job coaching
- job rotation
- a combination of the above.

Components of competency include:

- task skills
- task management skills
- contingency management skills
- job/role environment skills
- transfer and application of skills and knowledge of new contents.
Characteristics of training participants may include information in relation to:

- language, literacy and numeracy needs
- cultural, language and educational background
- gender
- physical ability
- level of confidence, nervousness or anxiety
- age
- previous experience with the topic
- experience in training and assessment.

Training sessions may include:

- one-to-one demonstration
- small group demonstration (2 to 5 persons).

Resources may include:

- time
- location
- personnel
- materials and equipment
- OH&S and other workplace requirements
- enterprise/industry standard operating procedures
- finances/costs.

Strategies and techniques may include:

- active listening
- targeted questioning
- points of clarification
- group discussions.

**PRE/CO-REQUISITES**

There are no pre/co-requisites required for this unit.

**EVIDENCE GUIDE**

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.
Underpinning knowledge

The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Competency in the units being taught.
- Workplace application of the relevant competencies.
- Identification of evidence of competency.
- Planning of own work including predicting consequences and identifying improvements.
- Application of relevant workplace policies (eg OH&S and Equal Employment Opportunity) and any relevant legislative or regulatory requirements.
- Correct use of equipment, and any other processes and procedures appropriate for the training.
- Ethical handling of performance issues.
- Language, literacy and numeracy skills to:
  - conduct discussions and ask probing questions to review the training
  - gather information (in spoken or written form) for review purposes
  - make verbal recommendations for delivery of future training
  - adjust language to suit target audience (training participant/appropriate personnel)
  - complete records on training
  - provide verbal feedback and report on training outcomes
  - follow and model examples of written texts
  - promote training in verbal or written form.
- Communication skills appropriate to the culture of the workplace, personnel and training participants.
- Competency in this unit needs to be assessed over a period of time, in a range of contexts and on multiple occasions involving a combination of direct, indirect and supplementary forms of evidence.

Critical aspects

Evidence of the following skills is considered essential to demonstrate competency in this unit. Evidence may be provided verbally or in written form.

- Assessment requires evidence of the following products to be collected:
- Description of the specific training need and required competency outcomes.
- Outline of the training approach and steps to be followed.
- Description of training participant(s) and delivery method(s) to be used.
- Specific resources required.
- Outline of the evidence to be collected for monitoring training participants’ progress.
- Trainer’s self assessment of training delivery.
- Evaluation of review comments against plan of training.
- Records/documentation for monitoring progress of training participant(s) may be collected using proformas or templates.
Assessment requires evidence of the following processes to be provided:

- How the specific training need was determined.
- How the sequence of the training was determined.
- How appropriate personnel were identified.
- Why particular delivery methods were selected.
- How the characteristics of training participants were identified.
- How the resource requirements were established.
- How participant’s progress was monitored.
- Why and how the training resources were selected.
- Appropriate personnel confirmed training arrangements.
- How participants were informed of:
  - intended training outcomes
  - competencies to be achieved
  - on and/or off the job practice opportunities
  - benefits of practice
  - learning activities and tasks
  - assessment tasks and requirements.
- How constructive feedback was provided to training participant about progress toward competency to be acquired.
- How training participant’s readiness for assessment was determined and confirmed.
- How records were maintained to ensure confidentiality, accuracy and security.

**KEY COMPETENCIES**

This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ...............................................................3
- Communicating ideas and information ................................................................................................2
- Planning and organising activities........................................................................................................2
- Working with others and in teams........................................................................................................2
- Solving problems..................................................................................................................................2
- Using mathematical ideas and techniques............................................................................................2
- Using technology..................................................................................................................................2
CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of the individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time which is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competency contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through an holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.
- Independent assessment of units.
- This unit may be assessed in conjunction with other units that form part of a job function.

RESOURCE IMPLICATION
Access to records system for training, information and training participants and supervisory staff (where appropriate).

Information may be obtained by phone 03 9824 0866 or website www.bsitab.org.
Unit – FDFOPTNUM3A Calculate and present statistical data

Unit descriptor
This unit is a contextualisation for the meat industry of the unit FDFOPTNUM3A Calculate and present statistical data and contains a meat industry specific range of variables and evidence guide. Unit outcomes remain unchanged. This unit covers the calculation and presentation of statistical information commonly used in meat processing enterprises.

ELEMENTS

1. Design and complete statistical tables and charts
   1.1 Frequency tables and charts are designed to record and present statistical information
   1.2 Statistical tables and charts are analysed to provide a description and interpretation of their contents

2. Calculate measures of central tendency
   2.1 Measures of central tendency are calculated and used to explain the average of a set of data

3. Calculate measures of dispersion
   3.1 Measures of dispersion are calculated and used to explain the pattern of variation of data

4. Graph statistical data
   4.1 Graphs are structured to present food and beverage processing data in a form suitable for analysis and interpretation
   4.2 Meat processing performance and trends are interpreted from graphed information

RANGE OF VARIABLES
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.
Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Worksite includes:
- immediate working area
- overall workplace.
Meat and meat products may include:
- bone in, bone out, sliced or trimmed meat
- value added products
- smallgoods.

Work is carried out in accordance with company procedures, licensing requirements, legislative requirements and industrial awards and agreements.

Frequency tables and charts may include pie charts, histograms, statistical tables.

Measures of central tendency (averages) include mean, mode and median.

Measures of dispersion include range and standard deviation.

Conversion charts as required.

Calculations may be made manually or by calculator.

Graphs may be designed manually or through the use of computer based systems.

**PRE/CO-REQUISITES**

There are no pre/co-requisites required for this unit.

**EVIDENCE GUIDE**

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

Underpinning knowledge

The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Explain mathematical symbols and diagrams.
- Explain mathematical processes.
- Explain estimation processes.
- Explain the purpose and structure of statistical charts and tables.
- Explain the purpose of calculating averages.
- Explain the distinction between types of averages.
- Explain the purpose of measuring the dispersion of values.
- Explain the purpose and structure of graphs.
Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Demonstrate ability to prepare frequency tables and charts.
- Demonstrate ability to interpret frequency tables and charts.
- Demonstrate ability to calculate averages.
- Demonstrate ability to calculate range.
- Demonstrate ability to calculate standard deviation.
- Demonstrate ability to graph statistical information.
- Analyse and interpret graphed data.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 1
- Communicating ideas and information ................................................................................................ 1
- Planning and organising activities ....................................................................................................... 1
- Working with others and in teams ....................................................................................................... 1
- Solving problems ................................................................................................................................. 1
- Using mathematical ideas and techniques ........................................................................................... 2
- Using technology ................................................................................................................................. 2

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competence is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of the individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time which is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competency contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.
Unit assessment
Evidence is most relevant when provided through an holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real or simulated work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements
  - work procedures including advice on safe work practices, food safety and environmental requirements
- formulae to calculate mean, mode and median
- formulae to calculate range and standard deviation
- conversion charts used in the workplace
- work tasks requiring calculation of averages and deviation
- calculators as required
- workplace forms/documents/charts/graphs used for recording data
- statistical process control charts or similar records.
Unit – FDFOPTRM3A Diagnose and rectify equipment faults

Unit descriptor
This unit is a contextualisation for the meat industry of the guideline unit *FDFOPTRM3A Diagnose and rectify equipment faults* and contains a meat industry specific range of variables and evidence guide. Unit outcomes remain unchanged. It covers the competencies to locate and repair/replace faulty components in equipment as agreed in the workplace.

**ELEMENTS**

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locate equipment faults</td>
<td>1.1 Unit/sub-system/system performance is monitored to identify presence of actual and/or potential faults.</td>
</tr>
<tr>
<td></td>
<td>1.2 Built in test functions, fault indicators/alarms and error codes are monitored and appropriate maintenance records are checked and reviewed.</td>
</tr>
<tr>
<td></td>
<td>1.3 Equipment faults are detected using established fault diagnosis techniques and procedures.</td>
</tr>
<tr>
<td></td>
<td>1.4 Faults are recorded and/or reported according to standard procedures.</td>
</tr>
<tr>
<td>Repair and/or replace faulty equipment components.</td>
<td>2.1 Equipment is isolated according to standard procedures in preparation for component repair/replacement.</td>
</tr>
<tr>
<td></td>
<td>2.2 Faulty components are removed using appropriate tools and techniques in accordance with standard procedures.</td>
</tr>
<tr>
<td></td>
<td>2.3 Faulty components are repaired and/or replaced in accordance with manufacturers’ specifications and standard procedures.</td>
</tr>
<tr>
<td></td>
<td>2.4 Unit/sub-system/system is checked and tested to confirm that maintenance has been completed to specifications.</td>
</tr>
<tr>
<td></td>
<td>2.5 Tools are used according to manufacturers’ specifications to achieve desired outcomes.</td>
</tr>
<tr>
<td></td>
<td>2.6 Waste arising from maintenance is disposed as per waste management requirements.</td>
</tr>
<tr>
<td></td>
<td>2.7 Maintenance information is recorded in the company reporting system.</td>
</tr>
</tbody>
</table>

**RANGE OF VARIABLES**
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.
OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.
Worksite includes:
- immediate working area
- overall workplace.

Work instructions, standard operating procedures and reports may be:
- directly related to own
- routine, simple and brief
- in everyday workplace language, including some mathematical language
- presented orally
- presented in routine standard proformas using accurately copied information, symbols, numbers, abbreviations, sketches, codes and everyday workplace language
- completed with the assistance of others.

Communication may be with people from a range of cultural, social and ethnic backgrounds.

Communication technology may be used.

Preventative maintenance covering repairs/replacement of equipment components will be conducted within workplace agreements.

Faults may occur in:
- individual units
- sub-systems
- systems.

Tools and equipment used for repairs/replacements may include:
- small hand tools
- hand held power tools.

Environmental aspects may include:
- dust
- noise
- heat
- waste handling.

Reporting systems may include:
- electronic
- manual data
- storage systems.

Mathematical operations and tasks relate to own work and work area problem solving and monitoring.

Calculations and computer software packages may be used.
Mathematical operations, tasks and language may:
- relate to product formulation and specification
- require monitoring, adjusting and calibrating of formula, specifications, outputs and equipment
- involve estimation and calculation
- require synthesis and analysis of mathematical information from more than one source
- involve the use of familiar and unfamiliar complex formula
- require interpretation and drawing conclusions from a range of simple and complex mathematical
tables, charts, bar graphs, pie charts, etc.

**PRE/CO-REQUISITES**
There are no pre/co-requisites required for this unit.

**EVIDENCE GUIDE**
The following components of the Evidence Guide relate directly to the Performance Criteria and the
Range of Variables for the unit of competency and will inform and provide guidance for assessment of
the workplace and/or training program.

**Underpinning knowledge**
The following knowledge and understanding is essential to perform work to the required standard in
this unit.
- Explain the purpose of routine preventative maintenance.
- Explain the purpose and use of fault diagnosis techniques and procedures.
- Explain the roles and relationships with others involved in carrying out maintenance functions.
- Explain the relationship of maintenance to other work activities in the food processing plant.
- Explain the purpose and use of common hand and power tools used for component
  repair/replacement.
- Explain the quality parameters to be achieved.
- Explain the significance of minimising equipment down time.
- Explain the common problems in conducting maintenance.
- Explain the services used in maintenance.
- Explain the OHS hazards and controls.
- Explain the food safety factors in maintaining equipment.
- Explain the equipment isolation requirements.
- Explain the environmental aspects related to maintenance.
- Explain the waste handling requirements.
- Explain the consequences of incorrect/inadequate maintenance.
- Explain the recording/reporting systems and processes.
Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit. Demonstrated ability to:

- Follow instructions in undertaking agreed maintenance task
- Prepare equipment and work area to conduct maintenance
- Select and use hand and power tools to carry out maintenance task
- Apply fault diagnosis techniques to locate actual/potential faults
- Identify faulty equipment components
- Remove faulty components
- Repair/replace and/or report faulty components
- Verify completion of repair/replacement
- Wear personal protective clothing for maintenance work
- Clean maintenance tools/equipment
- Pack/store tools in designated location
- Maintain a clean and safe work area
- Report/record maintenance information.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 1
- Communicating ideas and information................................................................................................ 1
- Planning and organising activities ....................................................................................................... 1
- Working with others and in teams ........................................................................................................ 1
- Solving problems ................................................................................................................................. 1
- Using mathematical ideas and techniques ........................................................................................... 1
- Using technology .................................................................................................................................. 1
CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be
demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out
below.

- Competency is demonstrated by performance of all stated criteria according to the range of
  variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the
  standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace
  context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of
  time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical
  components may be assessed off the job. The practical components should be assessed in a work
  environment.

Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the
elements of competency for each unit. The unit assessment activity will require the candidate to gather
evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence,
  including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be
provided for the assessment. Workplace based resources should relate specifically to workplace
requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.
## Unit – MTMMP64B Specify beef product using AUS-MEAT language

### Unit descriptor

This unit deals with the competencies required for the use of AUS-Meat language in defining beef specifications.

### ELEMENTS

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Check beef product complies with written specification</td>
<td>1.1 Beef product compliance with written specification is checked and principles of quality assurance described.</td>
</tr>
<tr>
<td></td>
<td>1.2 Sections of workplace quality assurance system related to ensuring beef product compliance are described to AUS-MEAT standards.</td>
</tr>
<tr>
<td></td>
<td>1.3 Non-conforming product is defined and described in relation to workplace requirements.</td>
</tr>
<tr>
<td></td>
<td>1.4 Critical control points are identified and monitored in accordance with workplace requirements.</td>
</tr>
<tr>
<td>2  Assess product compliance</td>
<td>2.1 Product compliance with written specification is assessed in accordance with workplace requirements and AUS-MEAT standards.</td>
</tr>
<tr>
<td></td>
<td>2.2 Product description given in written specifications is identified and understood.</td>
</tr>
<tr>
<td></td>
<td>2.3 Corrective action is taken in the event of non-conformance to beef product specifications.</td>
</tr>
<tr>
<td>3  Describe the skeletal structure and other anatomical features of the beef carcase</td>
<td>3.1 Skeletal structure and other anatomical features of beef carcase is described in accordance with beef product cutting lines.</td>
</tr>
<tr>
<td></td>
<td>3.2 Skeletal structure and other anatomical features of beef carcase is named and related to cutting lines for beef product.</td>
</tr>
<tr>
<td>4  Identify the major muscles of the beef carcase</td>
<td>4.1 Major muscles of beef carcase are identified and related to beef product cutting lines.</td>
</tr>
<tr>
<td>5  Check product compliance against written specifications</td>
<td>5.1 Cutting lines and muscle content is checked in accordance with written specifications.</td>
</tr>
<tr>
<td></td>
<td>5.2 Non-conforming product that can be made to comply with the specification is identified.</td>
</tr>
</tbody>
</table>
**RANGE OF VARIABLES**

The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.
Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Specification may include:
- AUS-MEAT
- measurement
- communication
- technical accuracy
- approval system.

Measurement and checking:
- frequency
- monitoring sheets
- sample size
- non conforming product
- taking measurements
- data collection
- interpreting data.

Mathematical operations and tasks relate to own work and work area problem solving.

Calculators and computer software packages may be used.

Beef product:
- product name
- muscle content
- foreign muscles
- points of specification
- product compliance.

Muscles may include:
- forequarter (majors)
- hindquarter (majors)
- hind limb
- blade.
Routine explanations and reports may be:
- in everyday workplace language and include mathematical language and commonly used technical terms
- presented orally
- presented in writing using standard formats or proformas, diagrams, symbols and charts
- include information from several sources
- directly related to own work and work area problem solving
- completed with the assistance of others.

**PRE/CO-REQUISITES**

- MTMMP2B Apply hygiene and sanitation practices
- MTMMP3B Apply quality assurance practices
- MTMMP4B Follow safe work policies and procedures

**EVIDENCE GUIDE**

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

**Underpinning knowledge**

The following knowledge and understanding is essential to perform work to the required standard in this unit.
- Explain corrective action procedures for non-conforming product.
- Describe product specifications accordingly.
- Explain product specification points.

**Critical aspects**

Evidence of the following skills is considered essential to demonstrate competency in this unit.
- Identify skeletal and anatomical structures and features of beef product.
- Identify and explain AUS-MEAT language specifications on beef product label.
- Identify non-conforming product in accordance with specifications.

**KEY COMPETENCIES**

This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:
- Collecting, analysing and organising ideas and information ...............................................................2
- Communicating ideas and information .................................................................................................1
- Planning and organising activities ........................................................................................................1
- Working with others and in teams .......................................................................................................1
- Solving problems .................................................................................................................................3
- Using mathematical ideas and techniques ............................................................................................2
- Using technology .................................................................................................................................1
CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

• Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
• Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
• Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
• In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
• Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

• Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
• Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

• a real work environment
• relevant equipment and materials
• relevant documentation, such as:
  – workplace policy and procedures
  – manufacturers’ instructions/operations manuals
  – regulatory requirements.

Phone AUS-MEAT Training on 1800 072 622 for further information.
Unit – MTMMP66B Specify pork product using AUS-MEAT language

Unit descriptor
This unit deals with the competencies required for the use of AUS-MEAT language in defining pork specifications.

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Outline mandatory requirements of AUS-MEAT language</td>
<td>1.1 AUS-MEAT language appearing on product label is specified.</td>
</tr>
<tr>
<td></td>
<td>1.2 Accuracy of label is checked against AUS-MEAT language specification.</td>
</tr>
<tr>
<td></td>
<td>1.3 Minimum requirements for labelling of bagged and carton product are stated.</td>
</tr>
<tr>
<td>2 Verify customer country requirements</td>
<td>2.1 Customer country requirements included on product labels are verified according to AUS-MEAT standards.</td>
</tr>
<tr>
<td></td>
<td>2.2 Specifications are reviewed to verify all customer country requirements are included.</td>
</tr>
<tr>
<td></td>
<td>2.3 Product labels are monitored for accuracy and completeness of customer country requirements.</td>
</tr>
<tr>
<td></td>
<td>2.4 Consequences for workplace loading out incorrect product are outlined.</td>
</tr>
<tr>
<td>3 Outline methods for separating product</td>
<td>3.1 Product with different basic categories in the boning room are identified and separated to ensure product description integrity.</td>
</tr>
<tr>
<td></td>
<td>3.2 Method used to separate product is identified in accordance with workplace and customer requirements.</td>
</tr>
<tr>
<td></td>
<td>3.3 Check points for product integrity are identified in accordance with workplace requirements.</td>
</tr>
</tbody>
</table>

RANGE OF VARIABLES
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.
Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Specification may include:
- AUS-MEAT
- measurement
- communication
- technical accuracy
- approval system.
Measurement and checking:
- frequency
- monitoring sheets
- sample size
- non conforming product
- taking measurements
- data collection
- interpreting data.

Mathematical operations and tasks relate to own work and work area problem solving.

Calculators and computer software packages may be used.

Mathematical operations, tasks and language may include:
- routine estimations and calculations using a range of specified formula and procedures
- operations involving percentages, comparisons and variations
- accurate recording of temperature, time, volume, weight and quantity in standard formats/proformas
- reading and interpreting analog and digital measures including clocks, scales, pressured gauges, thermometers, cash registers
- interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc.

Importing country requirements may include:
- product name
- cutting lines
- prohibited products
- slaughter and delivery dates
- language
- points of specification
- refrigeration statements
- weight ranges
- shipping marks.

Routine explanations and reports may be:
- in everyday workplace language and include mathematical language and commonly used technical terms
- presented orally
- presented in writing using standard formats or proformas, diagrams, symbols and charts
- include information from several sources
- directly related to own work and work area problem solving
- completed with the assistance of others.
PRE/CO-REQUISITES
MTMMP2B Apply hygiene and sanitation practices
MTMMP3B Apply quality assurance practices
MTMMP4B Follow safe work policies and procedures
MTMMP5B Communicate in the workplace

EVIDENCE GUIDE
The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

Underpinning knowledge
The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Identify skeletal and anatomical structures and features of pork product to be specified.
- Explain corrective action procedures for non-conforming product.
- Describe product specification requirements.

Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Identify and explain AUS-MEAT language specifications on pork product label.
- Identify non-conforming product in accordance with specifications.
- Identify product specification points.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 2
- Communicating ideas and information................................................................................................ 2
- Planning and organising activities ....................................................................................................... 1
- Working with others and in teams ....................................................................................................... 1
- Solving problems ................................................................................................................................. 3
- Using mathematical ideas and techniques ........................................................................................... 2
- Using technology ................................................................................................................................. 1
CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:  
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Phone AUS-MEAT Training on 1800 072 622 for further information.
Unit – MTMMP67B Assess product in chillers

Unit descriptor

This unit deals with the competencies required for the management of product in chillers in terms of specifications and hygienic storage.

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Assess meat colour, fat colour and marbling</td>
<td>1.1 Product sample is assessed to achieve meat and fat colour scores and marbling scores within the workplace specified range.</td>
</tr>
<tr>
<td>2  Ensure cleaning program is followed</td>
<td>2.1 Cleaning program is established and maintained to ensure product safety and health and hygiene requirements are met.</td>
</tr>
<tr>
<td></td>
<td>2.2 Cleaning schedule is set up and followed for daily, weekly and regular fumigation.</td>
</tr>
<tr>
<td>3  Monitor temperature</td>
<td>3.1 Temperature of product is monitored daily to meet product specifications, workplace procedures and regulatory requirements.</td>
</tr>
<tr>
<td></td>
<td>3.2 Temperature of chiller is constantly maintained to ensure product safety and to meet product specifications.</td>
</tr>
<tr>
<td></td>
<td>3.3 Changes to temperature are corrected to maintain product specifications.</td>
</tr>
<tr>
<td>4  Monitor product handling and identification</td>
<td>4.1 Products are identified and labelled in accordance with product specification, workplace and customer requirements.</td>
</tr>
<tr>
<td></td>
<td>4.2 Customer requirements are confirmed to determine the product order delivery arrangements.</td>
</tr>
<tr>
<td></td>
<td>4.3 Temperature and storage requirements for product order are confirmed and arranged in accordance with workplace requirements.</td>
</tr>
<tr>
<td></td>
<td>4.4 Documentation for orders is correctly completed.</td>
</tr>
</tbody>
</table>

RANGE OF VARIABLES

The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.
OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.
Worksite includes:
- immediate working area
- overall workplace.

Chiller temperature may be monitored with automatic data loggers or manual temperature gauges.

Products may be stored in cartons or on racks.

Mathematical processes include estimation and calculation to monitor, adjust and calibrate equipment.

Species may vary.

Mathematical concepts and terms may be included in specifications, orders, fumigation and cleaning schedules, product labels, monitoring data and include:
- temperature
- dates, times
- product descriptions
- weight
- fat depth, colour and marbling scores
- carcase grades.

**PRE/CO-REQUISITES**
MTMMP2B  Apply hygiene and sanitation practices
MTMMP3B  Apply quality assurance practices
MTMMP4B  Follow safe work policies and procedures

**EVIDENCE GUIDE**
The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

**Underpinning knowledge**
The following knowledge and understanding is essential to perform work to the required standard in this unit.
- Explain carcase grading system employed in plant.
- Explain the importance of fat depth, carcase colour and other grading parameters.
- Outline the process involved in assessing chillers in the workplace.
- Outline product quality monitoring processes.
- Explain product transfer and storage methods.
- Apply maths processes to monitoring procedures, eg temperature checks and adjustments.
- Complete documentation, including labelling, accurately and legibly.
- Use available technology to record, gather and interpret product monitoring data.
Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Assess carcases according to workplace, regulatory and where appropriate AUS-MEAT requirements.
- Identify product chiller requirements.
- Identify product health and hygiene requirements.
- Outline rejection procedures.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 2
- Communicating ideas and information ................................................................................................ 1
- Planning and organising activities ...................................................................................................... 3
- Working with others and in teams ..................................................................................................... 1
- Solving problems ............................................................................................................................... 2
- Using mathematical ideas and techniques ......................................................................................... 2
- Using technology .............................................................................................................................. 1

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.
- Assessment must be made in the industry context.
- Assessment should take place primarily on-the-job under normal working conditions.
Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Phone AUS-MEAT Training on 1800 072 622 for further information.
Unit – MTMPSR301A Cure and corn product

Unit descriptor
This unit encompasses the competencies involved in the corning and curing of various meat products. The machinery used to cure and corn product may also be used to marinate product.

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Prepare, operate and clean processing equipment used for curing and corning products</td>
<td>1.1 Processing equipment is prepared according to manufacturer’s specifications, OH&amp;S, hygiene and workplace requirements.</td>
</tr>
<tr>
<td></td>
<td>1.2 Processing equipment is operated according to manufacturer’s specifications, OH&amp;S, hygiene and workplace requirements.</td>
</tr>
<tr>
<td></td>
<td>1.3 Processing equipment is cleaned according to manufacturer’s specifications, OH&amp;S, hygiene and workplace requirements.</td>
</tr>
<tr>
<td>2 Prepare meat</td>
<td>2.1 Meat is selected according to product specifications.</td>
</tr>
<tr>
<td></td>
<td>2.2 Meat is prepared according to product specifications.</td>
</tr>
<tr>
<td>3 Prepare ingredients</td>
<td>3.1 Ingredients are prepared according to product specifications.</td>
</tr>
<tr>
<td>4 Prepare brines</td>
<td>4.1 Required amount of water and other solid and/or liquid additives are added in correct order and mixed according to product specifications.</td>
</tr>
<tr>
<td></td>
<td>4.2 Brine solutions are prepared according to product specifications.</td>
</tr>
<tr>
<td></td>
<td>4.3 Hydrometer (salinometer) is used to check brine solution.</td>
</tr>
<tr>
<td>5 Process meat</td>
<td>5.1 Meat is cured/corned according to product specifications, health regulations and workplace requirements at a speed commensurate with production requirements.</td>
</tr>
<tr>
<td></td>
<td>5.2 Processing is monitored regularly.</td>
</tr>
<tr>
<td></td>
<td>5.3 Adjustments are made to processing as required to achieve product specifications.</td>
</tr>
<tr>
<td>6 Store meat product</td>
<td>6.1 On completion of processing, product is stored according to product specifications.</td>
</tr>
</tbody>
</table>
RANGE OF VARIABLES

The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat & apron
- head wear
- protective boot covers.
Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise-specific requirements
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Worksite includes:
- immediate working area
- overall workplace.

Product may include:
- pork – hand, spring
- beef – brisket, silverside and tongues
- lamb – legs, tongue
- veal
- mutton
- game meat.

Machine may be automatic or manual.

Machine set up includes programming automatic machines to specifications.

Equipment and machinery used in processing may include:
- massagers
- pumping equipment
- automatic injector machine (Injectomat).

Product specifications may vary according to customer and workplace requirements.

Brine solutions may be replaced by marinades.

Mathematical operations and tasks relate to own work and work area problem solving and monitoring.

Calculators and computer software packages may be used.

Mathematical operations, tasks and language may include:
- routine estimations and calculations using a range of specified formula and procedures
- operations involving percentages, comparisons and variations
- accurate recording of temperature, time, volume, weight and quantity in standard formats/proformas
- reading and interpreting analog and digital measures including clocks, scales, pressured gauges, thermometers, cash registers
- interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc.
Communication may relate to own work area and the wider work area.

Communication may be with people from a range of cultural, social and ethnic backgrounds and with colleagues, superiors, customers, clients and external parties.

Explanations, descriptions, reports and presentations may:

- be presented orally, in writing in standard format or using a range of communication technology and media
- use workplace, mathematical and technical language
- present information in diagrammatic, tabular, graphic or pictorial formats
- include information from several sources
- require summaries of information for presentation to work colleagues.

**PRE/CO-REQUISITES**

MTMMP2B Apply hygiene and sanitation practices
MTMMP3B Apply quality assurance practices
MTMMP4B Follow safe work policies and procedures

**EVIDENCE GUIDE**

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

**Underpinning knowledge**

The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Explain the purpose and use of processing equipment used in curing and corning products.
- Describe the safe and correct operation of processing equipment.
- Describe the conditions under which equipment may need adjusting.
- State the procedures for cleaning processing equipment.
- Explain the selection criteria for meat for curing/corning process.
- Explain the use and purpose of ingredients for curing meat.
- Describe the meat curing process.
- Describe the function of various additives and ingredients.
- State the maximum amount of nitrite allowed in cured, corned or salted meats.
- Describe the term osmosis in relation to the curing process.
- Explain the purpose of correct water temperature and correct additive sequence.
- Describe the purpose and effect of brine on meat.
- Explain the effects of curing on shelf life and taste of product.
- Discuss health regulations which apply to curing and corning of meats.
- Explain the reasons for pickling to correct pump percentage and yield requirements.
Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Activate processing equipment to assess its readiness for operational use.
- Perform running adjustments according to workplace requirements and manufacturer’s specifications.
- Operate adjustment tools and equipment correctly.
- Report any faults and adjustments required to processing equipment according to workplace procedures.
- Use tools and cleaning agents appropriate to the cleaning activity and manufacturer’s specifications.
- Clean and prepare equipment effectively according to workplace requirements, manufacturer’s specifications, OH&S and hygiene requirements.
- Identify meat cuts used in curing and corning.
- Select meat according to product specifications.
- Prepare meat according to product specifications.
- Perform curing and corning according to workplace, OH&S and hygiene requirements.
- Identify various ingredients for curing meat.
- Select and prepare ingredients according to product specifications.
- Read an hydrometer/salinometer to measure the density of brine and cure.
- Confirm required ingredients to meet product specifications according to workplace requirements.
- Mix required amount of water and other solid and/or liquid additives in correct order according to product specifications.
- Set up machines correctly.
- Operate mixing machines for required length of time.
- Comply with regulatory requirements.
- Demonstrate the correct pickling procedure according to product specifications and workplace requirements.
- Pump meat correctly to avoid air pockets.
- Pump meat to increase original weight according to workplace requirements.
- Wash residue from cured meats following removal from holding brine.
- Monitor processing of meat on a regular basis to meet product specifications.
- Adjust processing as required to achieve product specifications.
KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 3
- Communicating ideas and information ................................................................................................ 2
- Planning and organising activities ....................................................................................................... 3
- Working with others and in teams ....................................................................................................... 2
- Solving problems ................................................................................................................................. 3
- Using mathematical ideas and techniques ........................................................................................... 2
- Using technology ................................................................................................................................. 2

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.
RESOURCE IMPLICATIONS

This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

  OR
Unit – MTMS32B Sort meat

Unit descriptor
This unit outlines the competencies necessary to select and sort meat products to specification in a meat establishment.

ELEMENTS PERFORMANCE CRITERIA

1 Sort products
   1.1 Products are correctly selected by specification according to workplace and customer requirements.
   1.2 Contaminated products are identified and dealt with according to workplace and hygiene requirements.
   1.3 Products are correctly sorted by specification according to workplace requirements.

2 Classify products
   2.1 Products are accurately measured to specification according to workplace requirements.
   2.2 Products are described to specification according to workplace requirements.

RANGE OF VARIABLES
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.
Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Worksite includes:
- immediate working area
- overall workplace.

Specifications may be defined by:
- industry standards
- customer specifications
- workplace procedures.
Product may be sorted according to:

- colour of meat
- texture of meat
- age of meat
- sex
- weight
- confirmation
- amount of fat
- colour and texture of fat
- any blemishes.

Categories of meat include:

- differentiation of classes
- sex
- weight
- age.

Hygiene dress requirements may include:

- head covering
- clean work wear each shift/day.

Safety procedures may include:

- emergency procedures in case of injury
- accident prevention
- equipment malfunction
- electrical fault
- emergency evacuation.

Communication may relate to own work and the wider work area.

Communication may be with people from a range of cultural, social and ethnic backgrounds and with colleagues, superiors, customers, clients and external parties.

Explanations, descriptions, reports and presentations may:

- be presented orally, in writing in standard format, or using a range of communication technology and media
- use workplace, mathematical and technical language
- present information in diagrammatic, tabular, graphic or pictorial formats
- include information from several sources
- require summaries of information for presentation to work colleagues.
PRE/CO-REQUISITES
MTMMP2B Apply hygiene and sanitation practices
MTMMP3B Apply quality assurance practices
MTMMP4B Follow safe work policies and procedures
MTMMP5B Communicate in the workplace
MTMMP6B Overview the meat industry

EVIDENCE GUIDE
The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

Underpinning knowledge
The following knowledge and understanding is essential to perform work to the required standard in this unit.
- Identify a range of meat cuts related to sorting meat.
- Describe likely contaminants.
- Outline workplace requirements for sorting meat.
- Explain hygiene requirements for sorting meat.

Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.
- Explain and demonstrate methods of accurately measuring and describing products to specification.
- Sort and classify meat products to:
  - workplace requirements
  - OH&S requirements
  - hygiene and sanitation requirements
  - quality requirements
  - customer requirements.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:
- Collecting, analysing and organising ideas and information ...............................................................2
- Communicating ideas and information ................................................................................................2
- Planning and organising activities........................................................................................................1
- Working with others and in teams.........................................................................................................1
- Solving problems................................................................................................................................1
- Using mathematical ideas and techniques.........................................................................................2
- Using technology.................................................................................................................................2
CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

  OR
- Meat Processing (Smallgoods) Resource CD, February 1999, copyright ANTA (available from MINTRAC 1 800 817 462).
**Unit – MTMS33B Batch meat**

**Unit descriptor**
This unit outlines the competencies necessary to batch meat products to specification in a meat establishment.

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Select sorted meat</td>
<td>1.1 Sorted meat is selected by type according to product and customer specifications.</td>
</tr>
<tr>
<td></td>
<td>1.2 Sorted meat is selected according to OH&amp;S and hygiene and sanitation requirements.</td>
</tr>
<tr>
<td></td>
<td>1.3 Correct meat, by-product and stock is selected according to the formulation specification and workplace requirements.</td>
</tr>
<tr>
<td>2 Prepare batched meat</td>
<td>2.1 Scales are calibrated in accordance with product specifications and workplace requirements.</td>
</tr>
<tr>
<td></td>
<td>2.2 Meat is placed in appropriate containers and weighed according to production specifications.</td>
</tr>
<tr>
<td></td>
<td>2.3 Meat is batched according to workplace and hygiene requirements.</td>
</tr>
<tr>
<td>3 Record usage of meat</td>
<td>3.1 Meat is stored in accordance with workplace, OH&amp;S, hygiene and sanitation requirements.</td>
</tr>
<tr>
<td></td>
<td>3.2 Usage of meat is recorded in accordance with workplace and regulatory requirements.</td>
</tr>
</tbody>
</table>

**RANGE OF VARIABLES**
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.
Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Worksite includes:
- immediate working area
- overall workplace.
Types of meat may include:
- pork
- beef
- grain fed/grass fed beef
- veal
- mutton
- lamb
- other approved species.

Explanations, descriptions and reports may:
- be presented orally
- be presented in writing, in standard formats
- be in diagrammatic, sketch, tabular, graphic formats
- include information and mathematical data gathered, interpreted and summarised from a range of complex and unfamiliar sources.

Communication may be with a range of cultural, social and ethnic backgrounds.

Mathematical applications may include:
- collection, estimation, calculation and interpretation of product formulation and specifications, monitoring, adjusting and calibrating equipment, stock control and usage.

**PRE/CO-REQUISITES**
- MTMMP2B Apply hygiene and sanitation practices
- MTMMP3B Apply quality assurance practices
- MTMMP4B Follow safe work policies and procedures
- MTMMP5B Communicate in the workplace
- MTMMP6B Overview the meat industry
- MTMS2B Apply mathematical concepts

**EVIDENCE GUIDE**
The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

**Underpinning knowledge**
The following knowledge and understanding is essential to perform work to the required standard in this unit.
- Explain health and hygiene factors associated with the selection of meat.
- Describe the consequences of using incorrect meat on both the product and the consumer.
- Identify critical information within the Australian Food Standards Code relevant to immediate work environment.
- Demonstrate accurate record keeping practices for meat usage.
Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.
- Describe batching requirements for the workplace.
- Follow a recipe correctly.
- Calibrate scales correctly.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:
- Collecting, analysing and organising ideas and information ............................................................... 2
- Communicating ideas and information................................................................................................ 2
- Planning and organising activities .......................................................................................................... 1
- Working with others and in teams ......................................................................................................... 1
- Solving problems .................................................................................................................................. 1
- Using mathematical ideas and techniques ........................................................................................... 2
- Using technology ................................................................................................................................. 3

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.
- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:
- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.
RESOURCE IMPLICATIONS

This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

- ‘Batch Meats’ (4080109TRG and DP4853014LRG) available from Australian Training Products, www.atpl.net.au
  OR
Unit – MTMS35B Operate silent/bowl cutter to produce specified products

Unit descriptor
This unit outlines the competencies needed by workers dealing with specialist processing technologies to comminute meat and ingredients for such products as devon, bloodwursts, salamis and berlinas in a meat establishment.

ELEMENTS

PERFORMANCE CRITERIA

1 Set up specialist cutting equipment

1.1 Blades are checked for sharpness and correct sequence in accordance with workplace and OH&S requirements.

1.2 Corrective action is taken as necessary.

1.3 Equipment is washed down and sanitised according to hygiene and workplace requirements.

1.4 Ingredients are loaded according to product specifications and OH&S requirements.

2 Operate specialist cutting equipment

2.1 Ingredients are checked to ensure conformity to product and customer specifications.

2.2 Equipment is programmed to product specification and OH&S requirements.

2.3 Ingredients are loaded in a specified regime for the style of product.

2.4 Product is processed according to product and manufacturers’ specifications and OH&S requirements.

2.5 Silent/bowl cutter is operated to produce a variety of specified products to meat production requirements.

2.6 Timing of the process is judged for correct texture according to product specifications.

2.7 Temperature is controlled to product specifications and hygiene requirements.

RANGE OF VARIABLES

The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.
OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.
Worksite includes:
- immediate working area
- overall workplace.

Specialist cutting equipment may include:
- silent/bowl cutter
- emulsifier.

Processing ingredients in specialist cutting equipment may include:
- chopping
- mixing
- blending.

Explanations, descriptions and reports may:
- be presented orally
- be presented in writing, in standard formats
- be in diagrammatic, sketch, tabular, graphic formats
- include information and mathematical data gathered, interpreted and summarised from a range of complex and unfamiliar sources.

Raw meat emulsions may include:
- devon
- fritz
- frankfurts.

Pre-cooked meat emulsions may include:
- pates
- brawn
- brine based products.

Communication may be with a range of cultural, social and ethnic backgrounds.

Mathematical applications may include collection, estimation, calculation and interpretation of specifications, monitoring, adjusting and calibrating equipment.

**PRE/CO-REQUISITES**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTMMP2B</td>
<td>Apply hygiene and sanitation practices</td>
</tr>
<tr>
<td>MTMMP3B</td>
<td>Apply quality assurance practices</td>
</tr>
<tr>
<td>MTMMP4B</td>
<td>Follow safe work policies and procedures</td>
</tr>
<tr>
<td>MTMS2B</td>
<td>Apply mathematical concepts</td>
</tr>
</tbody>
</table>
EVIDENCE GUIDE

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

Underpinning knowledge

The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Explain health and hygiene factors related to operating a bowl cutter.
- Explain the importance of protein extraction.
- Explain and identify any unhygienic meat ingredients.
- Explain the effects on product and health and safety of incorrectly placing product in equipment.
- Identify various additives, spices and binders.
- Explain consequences of loading ingredients in the incorrect order, eg:
  - fat separation caused by over-heating, etc
  - red colour after cooking
  - temperature control.
- Explain appropriate quantities of water or ice to ensure temperature is maintained according to product specifications.
- Explain the effect of meat temperature when cutting meat for salami.
- Explain the effect on products of the temperature of the cutting equipment.

Critical aspects

Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Describe common test for blade sharpness, eg:
  - no feathered edges
  - cutting paper without tearing
  - check for ragged edges.
- Explain and demonstrate importance of blade sharpness for cutting process and the consequences of blunt blades.
- Explain the purpose of the following additives:
  - salt
  - phosphate
  - curing ingredients
  - water
  - anti-oxidant.
- Explain and demonstrate the difference in cutting techniques between raw meat emulsions and pre-cooked meat emulsions.
- Operate bowl cutter to produce a variety of products to:
  - workplace requirements
  - OH&S requirements
  - hygiene and sanitation requirements
  - product specifications
  - production requirements.
KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 1
- Communicating ideas and information ................................................................................................ 1
- Planning and organising activities ....................................................................................................... 2
- Working with others and in teams ....................................................................................................... 2
- Solving problems ................................................................................................................................ 1
- Using mathematical ideas and techniques ........................................................................................... 1
- Using technology ................................................................................................................................. 2

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.
RESOURCE IMPLICATIONS

This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

- ‘Operate Silent/Bowl Cutter’ (available from Australian Training Products, www.atpl.net.au)
  OR
Unit – MTMS34B Prepare product formulations

Unit descriptor
This unit outlines the competencies necessary to prepare product formulations in a meat establishment.

ELEMENTS

1 Prepare product formulations

PERFORMANCE CRITERIA

1.1 Recipes and product specifications are followed to formulate products in accordance with workplace and regulatory requirements.

1.2 Products are formulated in accordance with hygiene and regulatory requirements, product specifications and workplace requirements.

1.3 Ingredients are checked to ensure they meet product specifications and regulatory requirements.

RANGE OF VARIABLES

The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:

- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:

- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:

- relevant government regulations
- workplace requirements.
Personal Protective Equipment (PPE) may include:

- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:

- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Worksite includes:

- immediate working area
- overall workplace.

Types of ingredients may include:

- additives
- spices
- binders.
Additives may include:
- salt
- phosphate
- curry
- water
- antioxidants
- non meat proteins
- GDL
- GO2
- sugar
- spices
- binders.

Explanations, descriptions and reports may:
- be presented orally
- be presented in writing, in standard formats
- be in diagrammatic, sketch, tabular, graphic formats
- include information and mathematical data gathered, interpreted and summarised from a range of complex and unfamiliar sources.

Communication may be with a range of cultural, social and ethnic backgrounds.

Mathematical operations and tasks relate to own work and work area problem solving and monitoring.

Calculations and computer software packages may be used.

Mathematical operations, tasks and language may:
- relate to product formulation and specification
- require monitoring, adjusting and calibrating of formula, specifications, outputs and equipment
- involve estimation and calculation
- require synthesis and analysis of mathematical information from more than one source
- involve the use of familiar and unfamiliar complex formula
- require interpretation and drawing conclusions from a range of simple and complex mathematical tables, charts, bar graphs, pie charts, etc.

**PRE/CO-REQUISITES**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTMMP2B</td>
<td>Apply hygiene and sanitation practices</td>
</tr>
<tr>
<td>MTMMP3B</td>
<td>Apply quality assurance practices</td>
</tr>
<tr>
<td>MTMMP4B</td>
<td>Follow safe work policies and procedures</td>
</tr>
<tr>
<td>MTMMP5B</td>
<td>Communicate in the workplace</td>
</tr>
<tr>
<td>MTMMP6B</td>
<td>Overview the meat industry</td>
</tr>
<tr>
<td>MTMS2B</td>
<td>Apply mathematical concepts</td>
</tr>
</tbody>
</table>
EVIDENCE GUIDE

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

Underpinning knowledge

The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Explain the functions, dangers and legal implications of various ingredients.
- Explain the usage and purpose of various additives, spices, binders and ingredients in the products.

Critical aspects

Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Follow recipes and product specifications to formulate products.
- Demonstrate ability to formulate products.

KEY COMPETENCIES

This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ...............................................................2
- Communicating ideas and information ................................................................................................2
- Planning and organising activities........................................................................................................1
- Working with others and in teams .......................................................................................................3
- Solving problems...............................................................................................................................2
- Using mathematical ideas and techniques ........................................................................................1
- Using technology...............................................................................................................................2

CONTEXT OF ASSESSMENT

What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.
Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

- ‘Prepare Product Formulations’ (DP4863015LRG) (available from Australian Training Products, www.atpl.net.au)
  OR
- Meat Processing (Smallgoods) Resource CD, February 1999, copyright ANTA (available from MINTRAC 1 800 817 462).
Unit – MTMS37B Cook/steam product

Unit descriptor
This unit outlines the competencies needed by workers preparing products with the application of heat treatment in a meat establishment.

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
</table>
| 1  Place product in cooking/steaming facility | 1.1 Individual product is identified and placed correctly in cooking/steaming facility for even cooking/steaming.  
1.2 Product is spaced in cooking facility according to product and manufacturer's specifications. |
| 2  Cook/steam product | 2.1 Correct cooking/steaming procedure is determined.  
2.2 Cooking/steaming cycle is set and maintained according to specifications and workplace requirements.  
2.3 Cooking/steaming process is regularly monitored and adjusted as necessary to fulfil product specifications.  
2.4 Internal temperature of product is checked on completion of cooking/steaming cycle to ensure correct process has been achieved.  
2.5 A variety of products are cooked/steamed to workplace requirements and customer specifications at a speed commensurate with production requirements.  
2.6 Process and results of cooking/steaming are correctly recorded.  
2.7 Product is dyed to achieve a uniform colour when required by product specifications. |
| 3  Chill/cool product | 3.1 Product is weighed immediately on completion of cooking/steaming cycle.  
3.2 Product is chilled immediately or cooled at ambient temperature before chilling according to product specifications.  
3.3 Product is identified and stored according to product specifications and workplace requirements. |

RANGE OF VARIABLES
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.
OH&S requirements may include:

- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:

- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:

- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:

- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:

- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.
Worksite includes:
- immediate working area
- overall workplace.

Pre-cook/steam check may include:
- humidity
- cycle sequence.

Cooking/steaming includes:
- dry cooking
- baking
- hot water immersion.

Product may be chilled/cooled by:
- showering with ambient water
- washing in water/brine
- placing in cool room
- immersing in ambient running water
- chill cabinets
- use of intensive coolers
- placing in intensive or blast chillers.

Product may include:
- frankfurters
- ham
- ready to cut meats
- canned meat products.

Explanations, descriptions and reports may:
- be presented orally
- be presented in writing, in standard formats
- be in diagrammatic, sketch, tabular, graphic formats
- include information and mathematical data gathered, interpreted and summarised from a range of complex and unfamiliar sources.

Steam may be via a steam room or by direct steam injection.

Communication may be with a range of cultural, social and ethnic backgrounds.

Mathematical applications may include:
- collection, estimation, calculation and interpretation of specifications, monitoring, adjusting and calibrating equipment, internal temperature.
PRE/CO-REQUISITES
MTMMP2B Apply hygiene and sanitation practices
MTMMP3B Apply quality assurance practices
MTMMP4B Follow safe work policies and procedures
MTMMP5B Communicate in the workplace
MTMMP6B Overview the meat industry

EVIDENCE GUIDE
The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

Underpinning knowledge
The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Describe correct cooking/steaming procedure for specific products.
- Explain the effects of incorrect spacing/placement of product for cooking/steaming.
- Explain the recording requirements for the cooking/steaming process.
- Identify the cause and effects of, and explain the appropriate corrective action for:
  - excess humidity
  - low humidity
  - cycle out of sequence
  - insufficient cooking/steaming
  - excess cooking/steaming
  - drops during cooking.
- Explain dye addition procedures for a given range of products.
- Explain chilling/cooling requirements for different products.
- Describe procedure followed to measure product internal temperatures correctly.
- Explain the effect of incorrect chilling on yield.

Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Demonstrate ability to operate cooking/steaming facility in a safe and hygienic manner.
- Check internal temperature to ensure it meets product specifications.
- Demonstrate the cooking/steaming of a variety of products to product specifications, workplace, customer, QA and hygiene and sanitation requirements.
- Demonstrate storage procedures.
KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 2
- Communicating ideas and information ................................................................................................ 1
- Planning and organising activities ........................................................................................................ 1
- Working with others and in teams ......................................................................................................... 1
- Solving problems .................................................................................................................................. 2
- Using mathematical ideas and techniques ............................................................................................ 2
- Using technology .................................................................................................................................. 2

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.
RESOURCE IMPLICATIONS

This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

  OR
- Meat Processing (Smallgoods) Resource CD, February 1999, copyright ANTA (available from MINTRAC 1 800 817 462).
**Unit – MTMS38B Smoke product**

**Unit descriptor**
This unit outlines the competencies necessary for workers preparing products which are smoked, such as ham, bacon and smallgoods products.

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
</table>
| 1  Select meat             | 1.1 Meat is selected according to product specifications.  
                              | 1.2 Meat is prepared according to product specifications where this forms part of the work instructions.                                                                                                          |
| 2  Prepare ingredients     | 2.1 Ingredients are prepared according to product specifications and according to workplace requirements.                                                                                                           |
| 3  Prepare facility        | 3.1 Machinery/equipment/cooking facility is prepared according to product and manufacturer’s specifications.                                                                                                     |
| 4  Monitor smoke cycle     | 4.1 Product is checked to ensure correct spacing prior to loading.  
                              | 4.2 Product is loaded in a manner that ensures even cooking.                                                                                                                                                    |
| 5  Smoke product           | 5.1 Core temperature probes are inserted into the centre of the product as appropriate to product specifications and workplace requirements.                                                                                                             
                              | 5.2 Machinery is programmed where applicable in accordance with manufacturer's and product specifications.                                                                                                    |
|                            | 5.3 A variety of products are cooked/steamed to workplace requirements and customer specifications at a speed commensurate with production requirements.                                                                                       |
|                            | 5.4 The process is monitored and recorded according to workplace requirements.                                                                                                                                                     |
| 6  Monitor smoke cycle     | 6.1 Smoke cycle is monitored regularly and results noted or deviations from the program are corrected.                                                                                                                        |
|                            | 6.2 Internal temperature is manually checked in accordance with workplace requirements to ensure correct smoke time has been achieved and, where necessary, further cooking is undertaken.                                                   |
|                            | 6.3 When product type and processing procedures require, a shower cycle is initiated according to process specifications.                                                                                                         |
ELEMENTS

7 Chill product

PERFORMANCE CRITERIA

7.1 On completion of smoke cycle, product is correctly weighed and either: chilled immediately; or cooled at ambient temperature to a specified internal temperature before chilling according to product specifications.

7.2 Product is held at a specific and constant temperature according to product specifications.

7.3 Product is stored according to product specifications.

7.4 Product is identified and stacked according to product specifications and workplace requirements.

RANGE OF VARIABLES

The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.
Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Worksite includes:
- immediate working area
- overall workplace.

Product may include:
- pork – hand, spring
- beef – brisket, tongues
- lamb – legs, tongue
- veal
- mutton
- game meat
- other meat species or products.

Machines may be automatic or manual.

Machine set up may include programming automatic machines to specifications.
Equipment and machinery used in processing may include:

- smokers
- cookers
- moulds
- probe thermometers.

Product specifications may vary according to customer and workplace requirements.

Equipment to be checked for smoking may include:

- wet bulb reservoir
- liquid smoke jet
- sock
- smoke generator.

Smoke producing raw materials may include:

- sawdust
- woodchips
- solid timber
- liquid smoke
- powder.

Smoke equipment includes:

- sawdust/woodchip burning generators
- friction generators
- smoke generators
- atomising generators.

Product may be chilled by:

- showering with ambient water
- washing in water/brine
- placing in cool room
- immersing in ambient running water
- chill cabinets
- use of intensive coolers.

Explanations, descriptions and reports may:

- be presented orally
- be presented in writing, in standard formats
- be in diagrammatic, sketch, tabular, graphic formats
- include information and mathematical data gathered, interpreted and summarised from a range of complex and unfamiliar sources.
Communication may be with a range of cultural, social and ethnic backgrounds.

Mathematical applications may include:

- collection, estimation, calculation and interpretation of deviations within cycle, internal temperature, humidity, ambient temperature, weights.

**PRE/CO-REQUISITES**

MTMMP2B Apply hygiene and sanitation practices
MTMMP3B Apply quality assurance practices
MTMMP4B Follow safe work policies and procedures
MTMMP5B Communicate in the workplace
MTMS2B Apply mathematical concepts

**EVIDENCE GUIDE**

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

**Underpinning Knowledge**

The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Explain the use and purpose of ingredients for smoking meat.
- Describe the meat smoking process.
- Explain the purpose of correct water temperature and correct additive sequence, especially phosphate and smoke.
- Describe the purpose and effect of smoking processes on meat.
- Explain the effects of smoking on shelf life and taste of product.
- Discuss health regulations that apply to smoking of meats.
- Identify mathematical information in work instruction specifications and recipes.
- Explain the relevant workplace requirements related to:
  - wet bulb sock
  - sock
  - smoke jet
  - smoke generator
  - effect of moisture on casings
  - appropriate humidity levels.
- Describe correct smoke procedure for specific product.
- Explain the recording requirements for the smoke process.
- Interpret cooking records where appropriate with respect to relevant product.
- Explain possible effects of inconsistent temperature on product.
• Identify the cause and effects of, and explain the appropriate corrective action for:
  – cycle out of sequence
  – insufficient smoke
  – excess smoke.

• Explain chilling requirements for different products.

• Describe storage procedures for smoked products.

Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

• Identify meat cuts used in smoking.

• Select meat according to product specifications.

• Where appropriate, select and prepare ingredients according to product and workplace requirements.

• Identify various ingredients for smoking meat.

• Prepare machinery/equipment/cooking facility according to product and manufacturer’s specifications.

• Demonstrate correct loading procedure for both full and less than full smokehouse.

• Activate and operate machine according to manufacturer’s and workplace instructions.

• Demonstrate ability to operate smoke facility according to OH&S, hygiene, regulatory, product specifications and workplace requirements, and meet production requirements

• Demonstrate ability to measure and monitor product internal temperature correctly to ensure it meets product specifications.

• Monitor smoking of meat on a regular basis to meet product specifications (including where relevant the interpretation of graphs/flow charts/mimic panels and controls).

• Adjust processing as required to achieve product specifications.

• Store meat according to OH&S, hygiene, regulatory, product specifications and workplace requirements.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

• Collecting, analysing and organising ideas and information ............................................................... 2

• Communicating ideas and information ................................................................................................ 1

• Planning and organising activities ....................................................................................................... 1

• Working with others and in teams ....................................................................................................... 1

• Solving problems ................................................................................................................................. 2

• Using mathematical ideas and techniques ........................................................................................... 2

• Using technology .................................................................................................................................. 2
CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.

- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.

- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.

- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.

- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.

- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment

- relevant equipment and materials

- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

  OR

- Meat Processing (Smallgoods) Resource CD, February 1999, copyright ANTA (available from MINTRAC 1 800 817 462).
Unit – MTMS39B Ferment and mature product

Unit descriptor
This unit outlines the competencies needed for workers preparing semi-dry and fermented products, such as salami, metwurst or prosciutto in a smallgoods manufacturing establishment.

ELEMENTS | PERFORMANCE CRITERIA
--- | ---
1 Ferment product | 1.1 Maturation area is sanitised according to workplace requirements.
 | 1.2 Product is placed correctly in green room for adequate air circulation for processing according to product specifications and hygiene requirements.
 | 1.3 Product is spaced according to product and manufacturer’s specifications.
 | 1.4 Maturation process is monitored regularly and appropriate action taken according to product specifications.
 | 1.5 Product is smoked if required by product specifications.
 | 1.6 A variety of products are fermented and matured to workplace and regulatory requirements and customer specifications, at a speed commensurate with production requirements.
2 Finish maturation process | 2.1 Product is stored according to product specifications.
 | 2.2 Product is identified and stacked according to product specifications and workplace requirements.

RANGE OF VARIABLES
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.
Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Worksite includes:
- immediate working area
- overall workplace.

Fermentation includes greening and maturation.
Explanations, descriptions and reports may:

- be presented orally
- be presented in writing, in standard formats
- be in diagrammatic, sketch, tabular, graphic formats
- include information and mathematical data gathered, interpreted and summarised from a range of complex and unfamiliar sources.

Communication may be with a range of cultural, social and ethnic backgrounds.

Mathematical applications may include:

- collection, estimation, calculation and interpretation of check weighing, temperature fluctuations, humidity, specifications.

**PRE/CO-REQUISITES**

MTMMP2B Apply hygiene and sanitation practices
MTMMP3B Apply quality assurance practices
MTMMP4B Follow safe work policies and procedures
MTMMP5B Communicate in the workplace
MTMMP6B Overview the meat industry
MTMS2B Apply mathematical concepts

**EVIDENCE GUIDE**

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

**Underpinning knowledge**

The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Explain air circulation requirements of specific products.
- Explain possible effects of temperature fluctuations, relative humidity and air circulation on product.
- Explain the regulatory requirements related to fermenting product.
- Explain the effect pH has on the maturation process.
- Outline the requirements of product spacing for specific product.
- Explain the effect of $A_w$ on the shelf life of fermented products.
- Explain the purpose and effect of smoking salamis.
- Explain the relationship between pH, $A_w$ and humidity.
- Explain possible effects of inadequate finishing of maturation process on health.
- Explain the importance of check weighing at the end drying.
Critical aspects

Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Identify fermented products.
- Demonstrate ability to ferment product to workplace requirements, product and customer specifications.
- Demonstrate correct product storage according to product specifications.

KEY COMPETENCIES

This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 2
- Communicating ideas and information .................................................................................................. 1
- Planning and organising activities........................................................................................................ 1
- Working with others and in teams........................................................................................................ 1
- Solving problems.................................................................................................................................. 2
- Using mathematical ideas and techniques............................................................................................ 2
- Using technology.................................................................................................................................. 2

CONTEXT OF ASSESSMENT

What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.
Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:
  OR
- Meat Processing (Smallgoods) Resource CD, February 1999, copyright ANTA (available from MINTRAC 1 800 817 462).
- Food Standards Code, Australian and NZ Food Authority (1 January, 2000) phone 02 6271 2222.
Unit – MTMSR301A Break carcase into primal cuts

Unit descriptor
This unit describes the competencies required to break the carcase into primals and trims according to specifications.

ELEMENTS PERFORMACE CRITERIA

1 Break carcase into primal cuts
   1.1 Carcase is accurately separated into primal cuts according to workplace, OH&S, QA and hygiene requirements.
   1.2 Carcase is separated into primal cuts safely and hygienically.

2 Handle knife effectively
   2.1 Knife is handled safely, hygienically and effectively.

RANGE OF VARIABLES
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.
Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Worksite includes:
- immediate working area
- overall workplace.

Primal cuts may differ according to:
- species
- customer specification
- end use
- workplace specifications.

Primal cuts may include:
- beef – rump, round/knuckle, silverside/outside, topside/inside, loin, shins, chuck, blade/clod, rib set, brisket, flank
- sheep – legs, shortloin, ribloin, chump, forequarter, breast
- pigs – legs, rumps, loins, foreloins, forequarters, belly/spring
- deer – legs, rumps, loins, shoulder, forequarters
- kangaroo – legs, tail butt, loins, shoulder
- goat – legs, shortloin, ribloin, chump, forequarter, breast
- veal – legs, loins, forequarters, shoulders.
For **Meat Retailing**, carcases must include beef, sheep and one of the following species. For **Smallgoods**, carcase must include a minimum of one species:

- beef
- sheep/lamb
- pigs
- veal
- game meat
- kangaroo
- deer
- emu
- goat
- crocodile or any other species.

Cut descriptions may be defined by:

- industry standards
- customer specifications.

Hygiene requirements may include:

- head covering
- personal hygiene
- hand washing
- clean work wear each shift/day
- sterilisation of equipment
- cleanliness of work area.

Communication may relate to own work and the wider work area.

Communication may be with people from a range of cultural, social and ethnic backgrounds and with colleagues, superiors, customers, clients and external parties.

Communication technology may be used.

Explanations, descriptions, reports and presentations may:

- be presented orally, in writing in standard format or using a range of communication technology and media
- use workplace, mathematical and technical language
- present information in diagrammatic, tabular, graphic or pictorial formats
- include information from several sources
- require summaries of information for presentation to work colleagues.
PRE/CO-REQUISITES
MTMMP2B  Apply hygiene and sanitation practices
MTMMP3B  Apply quality assurance practices
MTMMP4B  Follow safe work policies and procedures
MTMMP11B Sharpen knives

EVIDENCE GUIDE
The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

Underpinning knowledge
The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Describe hygiene, OH&S or workplace requirements when breaking carcases.
- Explain the principles of contamination in regard to primary cuts.
- Explain quality requirements for breaking carcase.

Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit. Evidence of competency must be demonstrated on 3 species.

- Position or fasten carcase securely for separation.
- Prepare equipment for breaking carcase correctly and safely.
- Demonstrate the separation of carcase into primal cuts on a range of meat cuts (minimum of 3 species), according to OH&S, hygiene and requirements.
- Demonstrate safe manual handling techniques.
- Demonstrate safe and effective knife skills when breaking carcase.
- Sanitise equipment according to workplace requirements.
- Identify contaminated product.
- Identify primary cut specifications for beef and at least two species of small stock.
- Identify the major anatomical structures of the carcase of each species.
- Separate carcase into primary cuts accurately according to workplace requirements.
- Use acceptable cutting lines to produce primary cuts to workplace requirements.
KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ...............................................................2
- Communicating ideas and information ................................................................................................1
- Planning and organising activities ........................................................................................................2
- Working with others and in teams .........................................................................................................1
- Solving problems ..................................................................................................................................2
- Using mathematical ideas and techniques ............................................................................................1
- Using technology ..................................................................................................................................1

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.
RESOURCE IMPLICATIONS

This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

  OR
Unit – MTMSR302A Prepare primal cuts

Unit descriptor
This unit describes the competencies required to bone and trim primals into specific finished meat products (cuts).

ELEMENTS | PERFORMANCE CRITERIA
--- | ---
1 | Bone primal cuts
1.1 | Primal cuts are boned to workplace, OH&S, hygiene, sanitation and QA requirements.
2 | Handle knife effectively
1.2 | Knife is handled safely, hygienically and effectively.

RANGE OF VARIABLES
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.
Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Worksite includes:
- immediate working area
- overall workplace.

Cut descriptions may be defined by:
- industry standards
- customer specifications.

For **Meat Retailing**, select beef and sheep plus one other species from the following. For **Smallgoods**, select a minimum of one species:
- pork
- goat
- poultry
- emu
- game
- buffalo
- or any other species.
Boned primal cuts will include:

- beef – briskets, chucks, blades, ribs, shin, rumps, loins, topsides
- lamb – forequarters, loins, legs, shoulders, breasts
- veal – legs, shoulders, forequarters, breasts
- pork – legs, loins, shoulders, breasts (hands and springs).

Final meat cuts may differ according to:

- species
- customer specifications
- end use
- enterprise specifications.

**PRE/CO-REQUISITES**

- MTMMP2B Apply hygiene and sanitation practices
- MTMMP3B Apply quality assurance practices
- MTMMP4B Follow safe work policies and procedures
- MTMMP11B Sharpen knives

**EVIDENCE GUIDE**

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

**Underpinning knowledge**

The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Describe the principles of hygiene and sanitation and OH&S in relation to cutting meat product.
- Explain the principles of cross-contamination in relation to cutting.
- Describe meat cut specifications using cut descriptions according to customer specifications and regulatory requirements.
- Explain food safety, quality assurance and product quality requirements for boning primals.
Critical aspects

Evidence of the following skills is considered essential to demonstrate competency in this unit. For Meat Retailing competency must be demonstrated on a minimum of 3 species. For Smallgoods competency must be demonstrated for a minimum of one species.

- Demonstrate safe and effective use of knives and other cutting tools when separating primals.
- Demonstrate safe manual handling techniques.
- Demonstrate correct use of personal protective equipment when boning.
- Sterilise or sanitise equipment according to regulatory and workplace requirements.
- Identify contaminated product and take corrective action according to workplace requirements.
- Perform tasks according to workplace, OH&S, hygiene requirements and regulatory requirements.
- Identify meat cuts specifications for a minimum of 3 species using cut descriptions according to customer specifications and regulatory requirements.
- Position cuts securely for boning.
- Separate all primals into cuts to workplace, OH&S, hygiene and regulatory requirements.
- Demonstrate workplace requirements for boning.

KEY COMPETENCIES

This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 2
- Communication ideas and information................................................................................................ 2
- Planning and organising activities ....................................................................................................... 2
- Working with others and in teams ....................................................................................................... 2
- Solving problems ................................................................................................................................. 2
- Using mathematical ideas and techniques ........................................................................................... 1
- Using technology ................................................................................................................................--

CONTEXT OF ASSESSMENT

What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competence by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of the individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time which is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.
Unit assessment

Evidence is most relevant when provided through an holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS

This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.

Support materials for training include:

  OR
Unit – PMLDATA300A Process and record data

Unit descriptor
This unit describes the competencies required to record and store data, perform basic laboratory computations and accurately present and interpret information in tables and graphs. This unit has been contextualised for the meat industry from the *PML99 Laboratory operations package* and includes a meat industry specific range of variables. The outcomes remain unchanged.

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Record and store data</td>
<td>1.1 Code and transcribe data as directed.</td>
</tr>
<tr>
<td></td>
<td>1.2 Record data in accordance with document traceability requirements.</td>
</tr>
<tr>
<td></td>
<td>1.3 Enter data into laboratory information system or record sheets as directed.</td>
</tr>
<tr>
<td></td>
<td>1.4 Rectify errors in data using enterprise procedures.</td>
</tr>
<tr>
<td></td>
<td>1.5 Store and retrieve data using appropriate files and/or application software.</td>
</tr>
<tr>
<td>2 Perform laboratory computations</td>
<td>2.1 Calculate expressions involving fractions, decimals, percentages, proportions, and concentrations.</td>
</tr>
<tr>
<td></td>
<td>2.2 Calculate the mean, median, mode and standard deviation for given data.</td>
</tr>
<tr>
<td></td>
<td>2.3 Calculate scientific quantities and associated uncertainties using given formulae and data.</td>
</tr>
<tr>
<td></td>
<td>2.4 Ensure calculated quantities are consistent with estimations.</td>
</tr>
<tr>
<td></td>
<td>2.5 Report all calculated quantities using the appropriate units and correct number of significant figures.</td>
</tr>
<tr>
<td>3 Present data in tables, charts and graphs</td>
<td>3.1 Present data accurately in clearly labelled tables and charts.</td>
</tr>
<tr>
<td></td>
<td>3.2 Graph data accurately using the most appropriate scales to span the range of data or display trends.</td>
</tr>
<tr>
<td></td>
<td>3.3 Report all data using the appropriate units and number of significant figures.</td>
</tr>
<tr>
<td>4 Interpret data in tables, charts and graphs</td>
<td>4.1 Retrieve data from appropriate sources.</td>
</tr>
<tr>
<td></td>
<td>4.2 Interpret significant features of graphs such as gradients, intercepts, maximum and minimum values, and limit lines.</td>
</tr>
<tr>
<td></td>
<td>4.3 Recognise and report trends in data.</td>
</tr>
</tbody>
</table>
ELEMENTS

5 Keep accurate records and maintain their confidentiality

PERFORMANCE CRITERIA

5.1 Transcribe required information accurately and by the specified time.
5.2 Verify the accuracy of records following enterprise procedures.
5.3 File and store workplace records in accordance with enterprise procedures.
5.4 File all reference documents logically and keep them up to date and safely secured.
5.5 Maintain enterprise confidentiality standards.

RANGE OF VARIABLES

The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.
Personal Protective Equipment (PPE) may include:

- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:

- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Worksite includes:

- immediate working area
- overall workplace.

Data may be recorded on:

- worksheets
- entered into spreadsheets
- databases linked to information management systems.

Data includes the results of:

- observations
- analyses
- quality assurance and control assessments
- tests and measurements
- surveys.
Data may be presented in the form of:

- graphs
- histograms
- bar charts
- tables
- pie charts
- control charts.

Data could also take the form of semi-quantitative observations and be expressed on a scale (eg, 1 to 4 or + to ++++).

Computations may be performed with or without a calculator or computer software. Examples of calculates scientific quantities could include:

- % and absolute uncertainties in measurements and test results
- areas ($m^2$) and volumes ($mL, L, m^3$) of regular shapes (eg, packaging)
- dose (mg), average weight, weight %, density, specific gravity, moisture, relative and absolute humidity, viscosity, permeability
- ratios (such as, mass to mass, mass to volume and volume to volume percentages)
- concentration (eg, molarity, g/mL, mg/L, mg/μL, ppm, ppb, dilution mL/L)
- average count, colonies per swab surface, cell counts (live and dead/total)
- process variables (such as, pressure, gauge pressure, velocity, flow rates)
- biological oxygen demand (BOD), chemical oxygen demand (COD), total organic carbons (TOC)
- % content of moisture, ash, fat, protein, alcohol, sulphur dioxide, trace metals (such as calcium or zinc).
- food properties (such as % concentration (dry), friability, bitterness, brix, free amino nitrogen, diastatic power, calorific content and yeast viability).

Records could include information associated with:

- purchase of equipment and materials, service records
- safety procedures
- history of calibration and test results.

Reference materials could include:

- material safety data sheets (MSDS’s)
- equipment manuals and warranty, supplier catalogues, handbooks
- sampling and test procedures, standard operating procedures (SOPs)
- enterprise quality manual, customer quality plan
- validation of the equipment and associated software where applicable
- validation of spreadsheets developed in house for assay and process calculations
- OH&S regulations, guidelines and procedures
PRE/CO-REQUISITES
There are no pre or co-requisites required for this unit.

EVIDENCE GUIDE
The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

Underpinning knowledge
The following knowledge and understanding is essential to perform work to the required standard in this unit.

• Explain procedures for coding, entering, storing, retrieving and communicating data.
• Explain procedures for verifying data and rectifying mistakes.
• Explain procedures for maintaining and filing records, security of data.
• Explain relevant scientific and technical terminology (such as: specification, precision, accuracy, “out of control”).
• Perform calculations involving fractions, decimals, ratios, proportions and percent.
• Perform calculation of mean, median, mode, range and standard deviation.
• Perform calculation of perimeters, areas, volumes and angles.
• Perform calculation of scientific quantities (eg, concentration).
• Use of scientific notation, unit conversion, multiples and submultiples.
• Use of significant figures, rounding off, estimation and approximation.
• Perform calculation and interpretation of absolute and percentage uncertainties.
• Transpose and evaluate formulae.
• Prepare and interpret trends in graphs, tables and charts (pie, bar, nistogram).
• Prepare and interpret straightforward process control charts.

Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

• Code, record and check the documentation of data.
• Use a simple spreadsheet or database program to store and retrieve data reliably.
• Calculate scientific quantities relevant to their laboratory work and present accurate results in the required format.
• Recognise anomalies and trends in data.
• Maintain the confidentiality of data in accordance with workplace and regulatory requirements.
• Keep records up to date and secure.
KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 1
- Communicating ideas and information ................................................................................................. 1
- Planning and organising activities ......................................................................................................... 1
- Working with others and in teams ......................................................................................................... 1
- Solving problems .................................................................................................................................. 1
- Using mathematical ideas and techniques ............................................................................................ 1
- Using technology .................................................................................................................................. 1

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.
RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.
Unit – PMLORG300A Follow established work plan

Unit descriptor
The unit covers the ability to complete tasks individually or in a team context. The tasks involve established routines and procedures using allocated resources with access to readily available guidelines and advice. Work plans may need to be modified with supervisor agreement to suit changing conditions and priorities. This unit has been contextualised for the meat industry from the PML99 Laboratory operations training package and includes a meat industry range of variables. The outcomes are unchanged.

ELEMENTS                        PERFORMANCE CRITERIA

1 Organise daily work activities  1.1 Clarify allocated work activities and required resources if necessary.
                                1.2 Prioritise work activities as directed.
                                1.3 Break down work activities into small achievable components and efficient sequences.

2 Follow work plan              2.1 Locate relevant workplace procedures for required tasks.
                                2.2 Undertake task(s) following prescribed and routine work related sequences.
                                2.3 Seek assistance from relevant personnel when difficulties arise beyond own capacity.
                                2.4 Record completion of activities to confirm outputs in accordance with plan.

3 Modify work plan              3.1 Clarify changes in requests, conditions and priorities, if required.
                                3.2 Review tasks and priorities in line with changed circumstances, urgent requests or with a change of instruction from appropriate personnel.
                                3.3 Update work plan and communicate changes to appropriate personnel.
                                3.4 Confirm that all tasks have been completed in the required timeframe.

RANGE OF VARIABLES
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.
OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.
Worksite includes:
- immediate working area
- overall workplace.

Includes the following types of information sources and documentation:
- standard operating procedures (SOPs)
- job cards, batch cards, production schedules
- job descriptions
- methods, recipes, procedures and protocols.

Workplace activities may include, but are not limited to, performing:
- set up and pre-use checks of laboratory equipment
- calibration checks
- sampling and testing following standard procedures
- maintenance and cleaning tasks.

Includes communication with relevant personnel to:
- work effectively with others in teams
- clarify individual responsibilities
- modify work plan to cope with urgent tests, abnormal results, problems with equipment and reagents, problems with production and quality control.

**EVIDENCE GUIDE**

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

**Underpinning knowledge**

The following knowledge and understanding is essential to perform work to the required standard in this unit.
- Ability to apply and explain workplace procedures covering customer service.
- Explain workplace procedures covering quality.
- Explain OH&S and environmental legislative requirements.
- Describe technical work that the candidate routinely performs.
Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit and achieve work objectives efficiently.

- Clarify job outcomes and recognise resource needs.
- Follow relevant procedures.
- Recognise non-standard behaviour in samples and equipment.
- Recognise potential disruptions or changed circumstances and modify work plan in conjunction with relevant personnel.
- Compensate for a variety of working environments (e.g. indoor, outdoor and night work).
- Seek assistance from relevant personnel when difficulties arise.
- Achieve quality outcomes within timelines.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 1
- Communicating ideas and information ................................................................................................ 1
- Planning and organising activities ....................................................................................................... 1
- Working with others and in teams ....................................................................................................... 1
- Solving problems ......................................................................................................................................... 1
- Using mathematical ideas and techniques ........................................................................................... 1
- Using technology ......................................................................................................................................... 1

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.
Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.
Unit – PMLSAMP300A Handle and transport samples

Unit descriptor
This unit covers the ability to pick up and transport samples in accordance with enterprise procedures designed to ensure that subsequent test results reflect the state of a sample source at the time it was sampled. The person transporting the samples is not responsible for sampling or testing. It does not cover the ability to handle and transport animals as might be defined under prevailing animal care and ethics legislation and practices. This unit has been contextualised for the meat industry from the PML99 Laboratory operations training package and includes a meat industry range of variables. The outcomes are unchanged.

ELEMENTS PERFORMANCE CRITERIA

1 Prepare for sample pickup
   1.1 Confirm pickup sequence with supervisor.
   1.2 Check that vehicle and communication devices are in working order.
   1.3 Check that required transport containers and materials are in the vehicle.

2 Pick up samples
   2.1 Confirm the number and nature of samples to be picked up on arrival.
   2.2 Ensure samples match paperwork.
   2.3 Apply enterprise requirements to the transport of biological samples.
   2.4 Alert laboratory personnel to any special needs that are identified on sample documents.
   2.5 Complete required documentation at pickup point.
   2.6 Stow samples at the required temperature in the specified transport containers.

3 Transport samples
   3.1 Drive in a safe manner at all times.
   3.2 Check sample viability during transport where required, avoiding unnecessary handling.
   3.3 Deliver samples to reception point in accordance with enterprise procedures.
   3.4 Maintain confidentiality of all information.
   3.5 Clean up spills using appropriate techniques to protect personnel, work area and environment.
   3.6 Report any misadventures to supervisor.
## ELEMENTS

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Maintain equipment</td>
<td>4.1 Maintain vehicle according to enterprise requirement.</td>
</tr>
<tr>
<td></td>
<td>4.2 Maintain state of transport containers to ensure they are fit for purpose.</td>
</tr>
<tr>
<td></td>
<td>4.3 Requisition stocks of consumable material as required.</td>
</tr>
<tr>
<td></td>
<td>4.4 Replenish stocks of collecting equipment at collection centres.</td>
</tr>
</tbody>
</table>

## RANGE OF VARIABLES

The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

**OH&S requirements may include:**
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice, etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

**Regulatory requirements may include:**
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

**Hygiene and sanitation requirements may include:**
- relevant government regulations
- workplace requirements.
Personal Protective Equipment (PPE) may include:

- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:

- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

The worker would have access to:

- enterprise protocols regarding customer liaison and communication
- vehicle log books
- protocols for use of pagers, mobile telephones and two way radios
- precautions for safe handling and handling of biological materials
- precautions for the transport of volatile and unstable fluids
- incident/accident report forms
- spillage and waste containment and disposal protocols and containment materials.

Where a laboratory routinely posts of couriers samples for testing, the following regulations must be met:

- International Air Transport Association (IATA) Dangerous Goods Regulations
- Australia Post Regulations.

**PRE/CO-REQUISITES**

There are no pre or co-requisites required for this unit.
EVIDENCE GUIDE
The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

Underpinning knowledge
The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Explain the relationship between effective communication with clients and customers and enterprise business.
- Describe the need for appropriate and timely transport.
- Explain the labile nature of biological and environmental samples.
- Explain the effect of heat or cold, or changes in environmental conditions, on samples.
- Describe the possible infectivity of biological materials.
- Explain the procedures for the containment and cleanup of spillages and breakages.
- Describe the need for efficient waste containment and disposal practices.
- Explain the need for maintenance of equipment used in the processes of handling and transporting samples.

Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Plan the picking up of samples in conjunction with a supervisor.
- Prepare the vehicle for the required journey.
- Check communication devices so contacts possible between the courier, reception centre, and routine pickup locations (as necessary).
- Deal with individuals, customers, clients and reception staff effectively and courteously.
- Record details of sample exchange in relevant sections of chain of custody forms (as required).
- Maintain the integrity of collected samples during transport.
- Contain and clean up spillage or breakages.
- Use appropriate techniques and equipment to safely dispose of waste materials.
- Maintain confidentiality in all aspects of work.
- Report difficulties and misadventures to supervisors.
KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 1
- Communicating ideas and information ................................................................................................ 1
- Planning and organising activities ....................................................................................................... 2
- Working with others and in teams ....................................................................................................... 2
- Solving problems ................................................................................................................................. 1
- Using mathematical ideas and techniques ........................................................................................... 1
- Using technology ................................................................................................................................. 1

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.
RESOURCE IMPLICATIONS

This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.
Unit – PMLSAMP400A Obtain representative samples in accordance with a sampling plan

Unit descriptor
This unit describes the competencies to obtain a range of samples that are representative of the source material in a state suitable for further processing and testing. This unit has been contextualised for the meat industry from the PML99 Laboratory operations package and includes a meat industry specific range of variables. The outcomes remain unchanged.

ELEMENTS PERFORMANCE CRITERIA

1 Prepare for sampling
   1.1 Receive and confirm instructions from appropriate sampling plan, safety procedures and reporting procedures.
   1.2 Select sampling equipment and conditions to preserve sample integrity during collection, storage and transit.
   1.3 Ensure equipment is in working order.
   1.4 Confirm the procedure and frequency of sampling in accordance with enterprise requirements and/or relevant standards.

2 Obtain the samples
   2.1 Inspect materials to ensure materials are fit for sampling.
   2.2 Recognise and report atypical observations made during sampling.
   2.3 Collect samples ensuring that sample types, sampling locations and sampling times are in accordance with sampling plan.
   2.4 Record all information in accordance with chain of custody requirements.
   2.5 Maintain the integrity of the samples and source during sampling.

3 Prepare sample for testing
   3.1 Prepare subsample(s) to ensure that they are representative.
   3.2 Follow approved safety procedures to limit hazard or contamination to self, work area and environment.
   3.3 Prepare sample for transport in accordance with hazardous goods legislation.

4 Store backup samples
   4.1 Prepare subsample as a backup.
   4.2 Label backup sample(s) and record information to maintain chain of custody.

5 Dispose of waste and spent samples
   5.1 Dispose of waste and surplus/spent samples in accordance with enterprise procedures.
   5.2 Clean equipment, containers and work area in accordance with enterprise procedures.
RANGE OF VARIABLES

The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- head wear
- protective boot covers.
Worksite includes:
- immediate working area
- overall workplace.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise-specific requirements
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Cover laboratories or processing sites which may involve:
- a range of sampling plans, tests and procedure, which apply to the enterprise site, plant laboratory or field sites.
- different products/materials
- a range of sampling points
- test methods and enterprise procedures, which may be written to meet enterprise and/or regulatory/certifying body requirements.

Samplers usually have access to information such as:
- enterprise procedures
- material safety data sheets (MSDS’s)
- Australian Standards
- enterprise sampling schemes and sampling plans
- enterprise recording and reporting procedures.

Sampling tools and equipment may include but are not limited to:
- shovels
- sampling frames
- sampling tubes
- weighted sample bottles
- dip tubes
- spears
- flexible bladders
- syringes
- access valves
- sample thief
- bottles, plastic containers and disposal buckets
- scalpel or surgical knife
- sterile containers, pipettes, inoculating loops, disposal spoons.
Maintenance of integrity of samples could include:

- appropriate container:
  - glass
  - plastic
  - amber
  - opaque
- sampling tools
- preservatives (such as sodium azide, toluene or antibiotics)
- wrapping container in foil
- temperature control, which may involve insulation of sample without direct contact with coolant
- transfer of sterile sample into sterile container
- monitoring of storage conditions.

**PRE/CO-REQUISITES**

There are no pre or co-requisites required for this unit.

**EVIDENCE GUIDE**

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

**Underpinning knowledge**

The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Explain the links between correct OH&S procedures and personal and environmental safety, particularly at high risk sites.
- Explain the basic principles of sampling including:
  - representative samples
  - preservation of integrity of samples
  - maintaining identification of samples relative to their source
  - cost effectiveness of sampling
  - consistency of sampling procedures.
- Explain characteristics of product/material to be sampled and likely contaminants.
- Explain links between quality control, quality assurance and quality management systems and sampling procedures.
- Explain workplace procedures dealing with legislative requirements for the handling, labelling and transport of hazardous goods.
Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Take the specified quantity of sample to enable all processing and testing to occur and backup samples to be stored.
- Obtain a sample that is representative to the rest of the material not sampled.
- Preserve or protect the sample to minimise change by closely adhering to procedures.
- Supply enough information on the label to link the sample to its origins in the bulk material.
- Identify atypical materials and samples and take appropriate action.
- Maintain sampling equipment in appropriate condition.
- Complete sampling records.
- Follow safety regulations.
- Follow relevant legislative requirements for the disposal of waste and the preservation of the environment.

Key Competencies
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 1
- Communicating ideas and information................................................................................................ 1
- Planning and organising activities ....................................................................................................... 1
- Working with others and in teams ....................................................................................................... 1
- Solving problems ................................................................................................................................ 1
- Using mathematical ideas and techniques ........................................................................................... 1
- Using technology ................................................................................................................................. 1

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.
Unit assessment

Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS

This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.
Unit – PMLTEAM300A Work efficiently as part of a team

Unit descriptor
This unit deals with the competencies required for effective teamwork. This is a contextualisation of this unit for the meat industry from the *PML99 Laboratory operations* package. The range statement includes variables specific to the meat industry. Unit outcomes remain unchanged.

**ELEMENTS**

**PERFORMANCE CRITERIA**

1 Work in a team environment

1.1 Co-operate with team members to negotiate and achieve agreed outcomes, timeliness and priorities.

1.2 Recognise personal abilities and limitations when undertaking team tasks.

1.3 Confirm personal role and responsibility within the team for particular outputs.

1.4 Demonstrate sensitivity to the diversity of other team members’ backgrounds and beliefs.

1.5 Demonstrate awareness of the impact of personal work on the team’s output.

2 Complete allocated work

2.1 Organise and manage allocated work to meet time and resource restraints.

2.2 Adapt tasks in response to new information, changed situations or instructions.

2.3 Follow enterprise standards of quality, safety and ethical practice in all work.

3 Identify and resolve work problems

3.1 Recognise problems or examples of sub-optimal performance within the work of the team.

3.2 Apply agreed problem solving strategies to consider possible causes and solutions.

3.3 Identify and access appropriate sources of help.

3.4 Consider available alternatives and keep them open before agreeing on the most appropriate action.

**RANGE OF VARIABLES**

The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.
OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Worksite includes:
- immediate working area
- overall workplace.
Workplace requirements will include:

- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Meat establishments may include:

- meat processing plants
- abattoirs
- slaughter floors
- boning rooms
- smallgoods establishments
- retail meat outlets
- supermarkets
- meat wholesalers
- food services establishments.

Every team member assists the rest of the team to organise and manage its workload. The team may:

- be ongoing with responsibility for particular services or functions, or project based
- have a mixture of full and part-time employees and contractors, laboratory, construction and production personnel
- be separated by distance and work at sites outside laboratory facilities.

The team operates within:

- small, medium and large contexts
- internal and external environments
- enterprise guidelines, covering access and equity principles and practices, licensing requirements, industrial awards, enterprise bargaining agreements, code of practice
- agreed responsibility and accountability requirements
- appropriate goals, objectives
- given resource parameters.

The work tasks of individual team members will vary according to the size of enterprise, the scope of the laboratory and their level of responsibility.

The team gains feedback from:

- team members
- customers
- other personnel within the enterprise.
The team uses a variety of learning strategies:
• coaching, mentoring, shadowing
• task rotation
• structured training.

The team uses a variety of strategies to maintain work flow:
• communicating critical events on shifts
• recognising shortages in reagents and problems with equipment
• communicating quality breakdowns
• recognising urgent and abnormal results to be processed
• communicating and behaving in a courteous manner
• being punctual.

Routine explanations and reports may be:
• in everyday workplace language and include mathematical language and commonly used technical terms
• presented orally
• presented in writing using standard formats or proformas, diagrams, symbols and charts
• include information from several sources
• directly related to own work and work area problem solving
• completed with the assistance of others.

Changes in codes of practice and applicable standards should be noted.

PRE/CO-REQUISITES
There are no pre or co-requisites required for this unit.

EVIDENCE GUIDE
The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

Underpinning knowledge
The following knowledge and understanding is essential to perform work to the required standard in this unit.
• Accept responsibility for their own work input by, for example:
  – working to requirements for quality, customer service, resources and timelines
  – performing duties in line with enterprise policies and procedures
  – recognising personal abilities and limitations
  – organising and prioritising tasks.
• Participate by, for example:
  – promoting co-operation and good relations in the team
  – active listening and using inclusive language
  – sharing information
  – helping to overcome problems and conflict by tolerating the view of others.

• Works well with other people within the enterprise by, for example:
  – communicating clearly
  – comprehending and implementing instructions.

• Participates in workplace change by, for example:
  – accepting changes
  – making suggestions for improvement
  – working safely.

• Identifies and resolves problems by, for example:
  – accessing relevant documentation
  – identifying inputs and outputs
  – sequencing a process
  – identifying and rectifying a problem step
  – obtaining timely help
  – implementing preventative strategies whenever possible.

Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

• Demonstrates the ability to apply and explain the organisational structure and layout of the laboratory workplace.

• Demonstrates the ability to apply and explain enterprise/statutory policies, procedures, agreements
  – which affect the team such as:
  – equal opportunity
  – anti-harassment
  – anti-discrimination
  – industrial awards, enterprise agreements.

• Demonstrates the ability apply and explain performance standards which affect the team such as quality customer service.

• Demonstrates the ability to apply and explain staff/workgroup practices.

• Demonstrates the ability to apply and explain teamwork techniques.

• Demonstrates the ability to apply and explain problem solving strategies.

• Demonstrates the ability to apply and explain interpersonal communication and conflict resolution techniques.
KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 1
- Communicating ideas and information ................................................................................................ 1
- Planning and organising activities........................................................................................................ 2
- Working with others and in teams ....................................................................................................... 2
- Solving problems................................................................................................................................ 3
- Using mathematical ideas and techniques........................................................................................... 1
- Using technology................................................................................................................................. 1

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.
RESOURCE IMPLICATIONS

This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.
Unit – PMLTEST300A Perform basic tests

Unit descriptor
The unit covers the ability to perform basic tests and/or procedures using standard methods. This unit has been contextualised for the meat industry from the PML99 Laboratory operations training package and includes a meat industry range of variables. The outcomes are unchanged.

ELEMENTS PERFORMANCE CRITERIA

1. Receive, label and store samples for testing

   1.1 Label laboratory samples to ensure all required information is transcribed accurately and legibly.
   1.2 Register samples into laboratory system.
   1.3 Record sample testing requirements.
   1.4 Maintain sample integrity and eliminate cross-contamination.

2. Prepare sample

   2.1 Identify materials to be tested, appropriate standard method and safety requirements.
   2.2 Use personal protective equipment as specified for standard method and material to be tested.
   2.3 Record sample description, compare with specification, record and report discrepancies.
   2.4 Prepare sample in accordance with appropriate standard methods.

3. Perform tests on samples

   3.1 Check calibration status of equipment and calibrate if applicable.
   3.2 Perform sequence of tests to be performed as per standard method.
   3.3 Identify, prepare and weigh or measure sample and standards to be tested.
   3.4 Set up test reagents or equipment/instrumentation as per standard method.
   3.5 Conduct tests in accordance with enterprise procedures.
   3.6 Record results in accordance with enterprise procedures.
   3.7 Identify and report “out of specification” or atypical results promptly to appropriate personnel.
   3.8 Clean and care for test equipment.
   3.9 Store unused reagents as required by relevant regulations and codes.
   3.10 Dispose of wastes in accordance with safety, enterprise and environmental requirements.
RANGE OF VARIABLES

The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.
Worksite includes:
- immediate working area
- overall workplace.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

These procedures include or have been prepared from:
- Australian and international standards, such as:
  - AS/NZS 2243.2 Chemical aspects
  - AS 2243.6 Mechanical aspects
  - AS 2243.10 Storage of Chemicals
  - AS 2830 Good laboratory practice
- Codes of Practice (such as GLP and GMP)
- National Measurement Act
- material safety data sheets (MSDS’s)
- standard operating procedures (SOPs)
- equipment manuals
- equipment startup, operation and shutdown procedures
- calibration and maintenance schedules
- quality manuals
- enterprise recording and reporting procedures
- production and laboratory schedules
- material, production and product specifications.

All operations are subject to stringent OH&S requirements. Relevant standards may include:
- sections of the Occupational Health and Safety legislation
- enterprise safety rules and procedures
- relevant State and federal legislation
- national standards
- codes of practice.

Preparation of samples can include:
- sub-sampling or splitting using procedures such as riffling, coning and quartering, manual and mechanical splitters
- physical treatments such as ashing, dissolving, filtration, sieving, centrifugation and comminution.
Typical tests carried out by personnel at this level include:

- appearance, colour, identity
- melting points, boiling points, refractive indices, densities including compacted densities, viscosity measurements
- ashes including sulphated ashes
- Emerson class, pinhole dispersion, wet dry variation, Los Angeles abrasion, compression strength and flexural strength
- spot tests, gravimetric tests, time/temperature, texture, pH and dipsticks.

**PRE/CO-REQUISITES**

There are no pre or co-requisites required for this unit.

**EVIDENCE GUIDE**

The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

**Underpinning knowledge**

The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Explain the purpose of the test.
- Explain the principles of the standard method.
- Describe the calibration procedures and their basis.
- Describe the relevant standards/specifications and their interpretation.
- Explain the source of uncertainty in measurement and methods for control.
- Explain the importance and appropriate use of certified reference materials.
- Describe the relevance of the National Measurement Act to laboratory measurement.
- Understanding of interpretation and recording of test result, including calibration of results from test data where required.
- Describe procedures for recognition of unexpected or unusual results and likely causes.
- Describe OH&S procedures for sample testing.

**Critical aspects**

Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Applies standard operating procedures to efficiently prepare samples for test and analyses.
- Uses safety information (eg material safety data sheets) and performs procedures safely.
- Checks testing equipment calibration status.
- Complete all tests within required timeline without sacrificing safety, accuracy or quality.
- Calculates, records and presents results accurately and legibly.
- Cleans and maintains equipment.
KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 1
- Communicating ideas and information ................................................................................................ 1
- Planning and organising activities........................................................................................................ 1
- Working with others and in teams........................................................................................................ 1
- Solving problems.................................................................................................................................. 1
- Using mathematical ideas and techniques............................................................................................ 1
- Using technology.................................................................................................................................. 1

CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.
RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.
Unit – PMLTEST302A Calibrate testing equipment and assist with maintenance

Unit descriptor
This unit deals with the competencies required to set up and pre-use checks, calibrate testing equipment and assist with its maintenance. This unit has been contextualised for the meat industry from the PML99 Laboratory operations package and includes a meat industry specific range of variables. This outcomes remain unchanged.

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Perform set up and pre-use checks of laboratory equipment</td>
<td>1.1 Perform laboratory equipment set up and pre-use checks in accordance with enterprise procedures.</td>
</tr>
<tr>
<td></td>
<td>1.2 Perform safety checks in accordance with relevant enterprise and instrumental procedures.</td>
</tr>
<tr>
<td></td>
<td>1.3 Identify faulty or unsafe components and equipment and report to appropriate personnel.</td>
</tr>
<tr>
<td></td>
<td>1.4 Complete instrument log books to enterprise requirements.</td>
</tr>
<tr>
<td>2 Perform calibration checks</td>
<td>2.1 Start up equipment according to operating procedures.</td>
</tr>
<tr>
<td></td>
<td>2.2 Use specified standards for calibration check.</td>
</tr>
<tr>
<td></td>
<td>2.3 Check equipment as per calibration procedures and schedules.</td>
</tr>
<tr>
<td></td>
<td>2.4 Record all calibration data accurately and legibly.</td>
</tr>
<tr>
<td></td>
<td>2.5 Quarantine out of calibration equipment.</td>
</tr>
<tr>
<td>3 Assist with equipment maintenance</td>
<td>3.1 Ensure all equipment work areas are clean during and after equipment use.</td>
</tr>
<tr>
<td></td>
<td>3.2 Perform basic maintenance in accordance with enterprise procedures.</td>
</tr>
<tr>
<td></td>
<td>3.3 Clean and store equipment as per enterprise and/or manufacturer’s specifications/procedures.</td>
</tr>
<tr>
<td></td>
<td>3.4 Identify and replace, repair or dispose of damaged/worn equipment as appropriate.</td>
</tr>
<tr>
<td>4 Maintain records</td>
<td>4.1 Record and report information on unsafe or faulty equipment as per enterprise procedures.</td>
</tr>
</tbody>
</table>

RANGE OF VARIABLES
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.
OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.

Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- head wear
- protective boot covers.

Worksite includes:
- immediate working area
- overall workplace.
Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise-specific requirements
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

All operations must comply with relevant standards, appropriate procedures and/or enterprise requirements. These procedures include or have been prepared from Australian and international standards such as:
- AS 2243.10 Storage of Chemicals
- AS 2830 Good Laboratory Practice
- AS 2243 Safety in Laboratories
- codes of practice (such as GLP and GMP)
- material safety data sheets (MSDS's)
- National Measurement Act
- standard operating procedures (SOPs)
- equipment manuals
- equipment start up, operation and shutdown procedures
- calibration and maintenance schedules
- quality manuals
- enterprise recording and reporting procedures
- production and laboratory schedules
- material, production and product specifications.

All operations are subject to stringent OH&S requirements. Relevant standards may include sections of the OH&S legislation, national standards or codes of practice.

Laboratory equipment and instruments will depend on the nature of the enterprise and the range of testing carried out. Typical equipment may include:
- balances, pipettes, burettes and volumetric glassware
- optical microscopes
- melting point apparatus, viscometers, hardness testing equipment
- conductivity meters, pH meters
- noise meters, blasting meters
- disintegration apparatus, thermometers, incubators, waterbaths
- colorimeters/spectrometers, polarimeters
- compaction rammers, soil classification equipment
- instrument chart recorders, penetrometers, force measuring equipment, tensiometers
- mixing and separating equipment such as centrifuges, rifflers and splitters, mixers.
PRE/CO-REQUISITES
There are no pre or co-requisites required for this unit.

EVIDENCE GUIDE
The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

Underpinning knowledge
The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Explain principles and methods for equipment use.
- Explain basic sources of error in equipment operation and their control.
- Explain role and importance of correct calibration.
- Explain basic equipment maintenance procedures.
- Explain OH&S procedures.
- Explain enterprise communication and reporting procedures.

Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Perform set up pre-use checks and shutdown procedures.
- Calibrate basic equipment using standard procedures.
- Obtain readings of the required accuracy and precision.
- Recognise non-standard behaviour of instruments.
- Assist with maintaining equipment in working order.
- Follow all relevant OH&S requirements.
- Follow enterprise recording and reporting procedures.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ...............................................................1
- Communicating ideas and information ................................................................................................1
- Planning and organising activities........................................................................................................1
- Working with others and in teams........................................................................................................1
- Solving problems..................................................................................................................................1
- Using mathematical ideas and techniques............................................................................................1
- Using technology..................................................................................................................................1
CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competence contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through a holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.
Unit – THHADCC01A Prepare pates and terrines

Unit descriptor
This unit deals with the skills and knowledge required to prepare pate and terrines. This unit has been contextualised for the meat industry from the THH97 Hospitality training package and includes a meat industry range of variables. The outcomes are unchanged.

ELEMENTS PERFORMANCE CRITERIA

1 Prepare pates and terrines
   1.1 A range of pates and terrines is prepared according to standard recipes.
   1.2 A range of binding agents and processes required in the preparation of basic force meat is prepared and used.
   1.3 Specialised machinery for making pates and terrines is used correctly and safely according to the manufacturer’s standards.

2 Present pates and terrines
   2.1 Pates and terrines are presented attractively for various uses which may include but not be limited to appetisers, starters or in buffets.
   2.2 Pates and terrines are decorated appropriately with consideration given to contemporary tastes in colour presentation and eye appeal.

RANGE OF VARIABLES
The Range of Variables Statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

OH&S requirements may include:
- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- requirements set out in standards, codes of practice etc
- requirements in the ‘National Guidelines for Health and Safety in the Meat Industry’.
Regulatory requirements may include:
- requirements set out in the ‘Australian Standard for Hygienic Production of Meat for Human Consumption’
- requirements in the ‘Australian Standard for Transport of Meat for Human Consumption’
- requirements set out in ‘ANZFA Food Standards Code’
- state regulations regarding meat processing
- relevant regulations
- Export Control Act.

Hygiene and sanitation requirements may include:
- relevant government regulations
- workplace requirements.

Personal Protective Equipment (PPE) may include:
- uniforms
- waterproof clothing
- work, safety or waterproof footwear
- protective head and hair covering
- lifting assistance
- eye and facial protection
- protective hand and arm covering
- mesh apron
- ear plugs/muffs
- coat and apron
- headwear
- protective boot covers.

Workplace requirements will include:
- work instructions
- standard operating procedures
- enterprise specific procedures
- OH&S requirements
- quality assurance requirements
- the ability to perform the task to production requirements.

Worksite includes:
- immediate working area
- overall workplace.

This unit applies to all establishments where food is prepared and served.
The terms pates and terrines refer to a range of products which can be made from:

- meats
- poultry
- game
- seafood
- fruit and vegetables.

The term pate (French for paste) refers to any food that has been ground or pureed to a paste and set and/or baked in a container or mould. The term can also be used to refer to pate en croute.

Communication may relate to own work and the wider work area.

Communication may be with people from a range of cultural, social and ethnic backgrounds and with colleagues, superiors, customers, clients and external parties.

Communication technology may be used.

Explanations, descriptions, reports and presentations may:

- be presented orally, in writing in standard format or using a range of communication technology and media
- use workplace, mathematical and technical language
- present information in diagrammatic, tabular, graphic or pictorial formats
- include information from several sources
- require summaries of information for presentation to work colleagues.

Mathematical operations and tasks relate to own work and work area problem solving and monitoring.

Calculations and computer software packages may be used.

Mathematical operations, tasks and language may:

- relate to product formulation and specification
- require monitoring, adjusting and calibrating of formula, specifications, outputs and equipment
- involve estimation and calculation
- require synthesis and analysis of mathematical information from more than one source
- involve the use of familiar and unfamiliar complex formula
- require interpretation and drawing conclusions from a range of simple and complex mathematical tables, charts, bar graphs, pie charts, etc.

**PRE/CO-REQUISITES**

There are no pre/co-requisites required for this unit.
EVIDENCE GUIDE
The following components of the Evidence Guide relate directly to the Performance Criteria and the Range of Variables for the unit of competency and will inform and provide guidance for assessment of the workplace and/or training program.

Underpinning knowledge
The following knowledge and understanding is essential to perform work to the required standard in this unit.

- Explain the principles of nutrition, in particular the effects of cooking on the nutritional value of food.
- Explain terms commonly used in the enterprise.
- Explain logical and time efficient work flow.
- Explain hygiene requirements relating to possible bacterial spoilage in the preparation, storage and service of these products.
- Explain the outcomes of the various binding agents and processes used in the preparation of pates and terrines.
- Explain the different classification of meats.

Critical aspects
Evidence of the following skills is considered essential to demonstrate competency in this unit.

- Demonstrate ability to efficiently prepare and present pates and terrines to enterprise standards.
- Demonstrate ability to efficiently produce the required pates and terrines.
- Evidence should also include a detailed understanding of the different classifications of meats.

KEY COMPETENCIES
This refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover the three levels of performance in the following areas:

- Collecting, analysing and organising ideas and information ............................................................... 2
- Communicating ideas and information ................................................................................................ 2
- Planning and organising activities ........................................................................................................ 2
- Working with others and in teams ....................................................................................................... 2
- Solving problems ................................................................................................................................. 2
- Using mathematical ideas and techniques ........................................................................................... 2
- Using technology ................................................................................................................................... 2
CONTEXT OF ASSESSMENT
What assessment is appropriate, what evidence should be gathered, how competency is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit are set out below.

- Competency is demonstrated by performance of all stated criteria according to the range of variables applicable to the workplace.
- Evidence should be gathered attesting to the achievement of competency by the candidate to the standard required for each element and unit of competency.
- Evidence is best gathered using the products, processes and procedures of the individual workplace context as the means by which the candidate achieves industry competencies.
- In order to ensure consistency of performance, evidence should be collected over a set period of time which is sufficient to include dealings with an appropriate range and variety of situations.
- Elements of competency contain both theoretical and practical components. The theoretical components may be assessed off the job. The practical components should be assessed in a work environment.

Unit assessment
Evidence is most relevant when provided through an holistic assessment activity which integrates the elements of competency for each unit. The unit assessment activity will require the candidate to gather evidence of ability to:

- Apply knowledge and skills which underpin the process required to demonstrate competence, including the appropriate key competencies.
- Integrate knowledge and skills critical to demonstrating competence in this unit.

RESOURCE IMPLICATIONS
This refers to the resources that are necessary for undertaking the assessment. All resources must be provided for the assessment. Workplace based resources should relate specifically to workplace requirements including policies, procedures and programs. Resources may include:

- a real work environment
- relevant equipment and materials
- relevant documentation, such as:
  - workplace policy and procedures
  - manufacturers’ instructions/operations manuals
  - regulatory requirements.