



Australian Government

AMPMSY416 Raise and validate requests for export permits and Meat Transfer Certificates

Release: 1

AMPMSY416 Raise and validate requests for export permits and Meat Transfer Certificates

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 8.0.

Application

This unit describes the skills and knowledge required to raise and validate Requests for (export) Permits (RFPs) and Meat Transfer Certificates (MTCs).

This unit applies to workplace personnel who have responsibility for preparing this documentation in meat export licensed premises. These individuals require a knowledge and understanding of the entire process of training and validating RFPs, etc. The importance of having a robust system in the workplace's Approved Arrangement that fulfils the requirement for full traceability and accuracy of the information required for the generation of the RFPs and MTCs is also critical to this unit.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, food and meat safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Mandatory workplace requirements apply to the assessment of this unit.

Pre-requisite Unit

Nil

Unit Sector

Meat Safety (MSY)

Elements and Performance Criteria

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<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>

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1. Identify the nature and purpose of export documentation	1.1 Identify nature and purpose of, and process for, preparing an RFP 1.2 Identify nature and purpose of, and process for, preparing an MTC 1.3 Explain nature and purpose of export permits 1.4 Identify the nature and purpose of, and process for, preparation of a health certificate (or meat export certificate) 1.5 Identify the nature and purpose of the EXDOC system 1.6 Explain the relationships between various forms of export documentation 1.7 Identify electronic systems used to collect and process data
2. Identify evidence of traceability from live animals to the point of raising the health certificate	2.1 Identify and explain information contained on a National Vendor Declaration (NVD) 2.2 Identify and explain information collected through the National Livestock Identification System (NLIS) and its relationship with the NVD 2.3 Identify and explain segregation and identification processes on the slaughter/processing floor, in the offal room and in the boning room 2.4 Identify and explain segregation and identification processes in the chiller, packing room and loadout 2.5 Explain workplace processes for tracing back from carton to place of production or harvest
3. Identify roles of workplace personnel in raising and validating export documentation	3.1 Explain management responsibility as identified in Approved Arrangement 3.2 Identify and explain responsibilities of individuals who prepare and input into traceability documentation across the workplace 3.3 Identify workplace personnel with responsibility for validating information collected across the entire process 3.4 Identify workplace personnel with responsibility for verifying information contained in electronic labelling systems 3.5 Identify workplace personnel with responsibility for correcting identified errors
4. Gather information to raise export documentation	4.1 Identify and explain specific customer requirements related to the Health Certificate, and explain how these are addressed in the traceability system

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<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	4.2 Identify workplace process for the preparation of export documentation 4.3 Prepare required documentation according to regulatory and workplace requirements
5. Verify and validate prepared documentation	5.1 Distinguish between workplace and regulator roles in verification and validation 5.2 Check prepared documentation for accuracy 5.3 Implement processes for correcting errors, where necessary 5.4 Validate prepared information, where appropriate 5.5 Maintain ability to use the required information technology systems 5.6 Maintain workplace records as required
6. Comply with regulatory, customer and workplace requirements	6.1 Complete and check workplace documentation consistently to required standards 6.2 Maintain currency with customer and regulatory requirements 6.3 Identify and implement ongoing training requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	- Interpret detail of regulatory and customer requirements - Re-read prepared documentation to check for accuracy
Writing	Prepare various permits and certificates in digital and paper-based formats

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPMSY416 Raise and validate requests for export permits and Meat Transfer Certificates	AMPX424 Raise and validate requests for export permits and Meat Transfer Certificates	Unit code updated Performance Criteria clarified Foundation Skills added Performance Evidence, Knowledge Evidence and Assessment Conditions reworded for clarity Mandatory workplace requirements clarified	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7>

Assessment Requirements for AMPMSY416 Raise and validate requests for export permits and Meat Transfer Certificates

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has raised and validated Requests for (export) Permits (RFPs) and Meat Transfer Certificates (MTCs) for at least two different lots of meat, including:

- prepared export documentation accurately and consistently
- verified traceability from loadout back to producer or harvester
- identified processes and information required to address specific customer requirements
- validated prepared documentation.

Mandatory workplace requirements

All performance evidence specified above must be demonstrated in an export meat premises.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- customer, regulatory and workplace requirements related to preparing and validating export documentation
- workplace responsibilities related to the preparation of export documentation under the Approved Arrangement
- roles and responsibilities of regulatory personnel
- workplace traceability systems
- verification and validation processes and responsibilities
- the registration process for a RFP validator
- roles and responsibilities of an RFP validator
- the consequences associated with inaccurate or incomplete export documentation
- the process associated with an RFP amendment request

- methods to identify and resolve issues related to timeline faults, trade descriptions, cut codes, label printing and placement errors, electronic system failure, raising claims, incorrect dates, incorrect container numbers, and wrong seal numbers.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - *skills must be demonstrated in an export meat premises*
- resources, equipment and materials:
 - *systems for producing export documentation*
 - *access to data systems to validate traceability of meat*
- specifications:
 - *regulatory requirements for export of meat.*

Assessment for this unit must include at least three forms of evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Mandatory workplace requirements

Mandatory workplace requirements are shown in *italic* text. Refer to the Companion Volume Implementation Guide for further information.

Links

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