



Australian Government

AMPX204 Maintain production records

Release: 1

AMPX204 Maintain production records

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to maintain records required for workplace and regulatory agencies by the stock person, boning room or chiller clerk, or the person responsible for maintaining smallgoods production records. It covers major record-keeping and report generating activities.

This unit is applicable to workers who are responsible for keeping detailed records relating to production such as kill sheets, chiller records, boning room records and loadout records. These record-keeping duties should form a significant part of the individual's responsibilities.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare production records	1.1 Identify workplace and regulatory requirements for record-keeping 1.2 Prepare production recording equipment or materials in accordance with work instructions 1.3 Update records on an electronic or manual system in accordance with work instructions 1.4 Correct shortcomings of the recording system if applicable
2. Generate reports	2.1 Prepare data summaries and reports in accordance with workplace requirements 2.2 Generate major reports detailing inventory, production or staffing

Element	Performance criteria
	data

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMPS204C Maintain production records.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7>

Assessment Requirements for AMPX204 Maintain production records

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Performance Evidence

Competency must be demonstrated while collecting and recording significant data over a period of time. The data should involve some complexity in categories and require accurate recording.

The candidate must:

- follow all work instructions effectively
- generate reports to meet workplace and regulatory requirements
- apply relevant workplace health and safety requirements
- maintain stocks of consumables for use
- prepare all recording equipment for use (where relevant)
- use all recording equipment properly (where relevant)
- record data according to data requirements
- update records as required
- prepare all summaries required
- apply relevant communication and mathematical skills
- describe the workplace and/or regulatory requirements for record-keeping

Knowledge Evidence

The candidate must demonstrate a basic factual, technical and procedural knowledge of:

- workplace requirements for reports
- relevant security arrangements such as Department of Agriculture or company requirements
- function and uses of the reports generated
- possible shortcomings of recording and how to correct them
- purposes of keeping production records
- relevant workplace health and safety requirements

Assessment Conditions

Assessment should be undertaken in an operating meat processing plant.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace project
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

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