



Australian Government

AMPX424 Raise and validate requests for export permits and Meat Transfer Certificates

Release: 1

AMPX424 Raise and validate requests for export permits and Meat Transfer Certificates

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

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 enterprise personnel who have responsibility for preparing this documentation. 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 enterprise's Approved Arrangement which 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 in this unit should be carried out to comply with workplace and regulatory requirements.

This unit applies to individuals who take responsibility for their own work and for the quality of others' work within known parameters. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

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

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to demonstrate

Element	Performance criteria
essential outcomes.	achievement of the element.
1. Explain the nature and purpose of export documentation	1.1 Identify nature, purpose, and process for preparing an RFP 1.2 Identify nature, purpose, and process for preparing an MTC 1.3 Explain nature and purpose of export permits 1.4 Identify the nature, purpose, and process for preparation of a health certificate (or meat export certificate) 1.5 Explain 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 floor, offal room and in the boning room 2.4 Identify and explain segregation and identification processes in the chiller, packing room and load out 2.5 Explain enterprise processes for tracing back from carton to farms of origin
3. Identify roles of enterprise 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 enterprise 3.3 Identify enterprise personnel with responsibility for validating information collected across the entire process 3.4 Identify enterprise personnel with responsibility for verifying information contained in electronic labelling systems 3.5 Identify enterprise 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 4.2 Explain enterprise process for the preparation of export documentation 4.3 Prepare required documentation in accordance with regulatory and enterprise requirements
5. Verify and validate prepared	5.1 Distinguish between enterprise and regulator roles in verification and validation

Element	Performance criteria
documentation	5.2 Check prepared documentation 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 enterprise records as required
6. Comply with regulatory, customer and workplace requirements	6.1 Consistently complete and check workplace documentation to required standards 6.2 Maintain currency with customer and regulatory requirements 6.3 Identify and implement ongoing training requirements

Foundation Skills

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

Range of Conditions

Unit Mapping Information

New unit.

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 AMPX424 Raise and validate requests for export permits and Meat Transfer Certificates

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Performance Evidence

The candidate must raise and validate requests for (export) permits and Meat Transfer Certificates. Demonstration of consistency of performance over time is essential in this unit.

Candidates must:

- prepare export documentation accurately and consistently
- verify traceability from loadout back to producer(s)
- verify the accuracy of prepared documentation
- identify and correct errors in accordance with regulatory and enterprise requirements
- identify processes and information required to address specific customer requirements
- validate prepared documentation
- maintain required records
- use electronic systems associated with preparing export documentation
- identify required system improvements and work with relevant enterprise personnel to facilitate implementation
- follow workplace health and safety, biosecurity and equal employment requirements

Knowledge Evidence

Candidates must demonstrate a broad factual, technical and theoretical knowledge of:

- customer, regulatory and enterprise requirements related to preparing and validating export documentation
- enterprise responsibilities related to the preparation of export documentation under the Approved Arrangement
- roles and responsibilities of regulatory personnel
- enterprise traceability systems
- verification and validation processes and responsibilities
- the registration process for an 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

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

Assessment Conditions

Assessment must be conducted in a meat export establishment.

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

- workplace referee report
- knowledge test
- five test validations

Assessors must satisfy current standards for RTOs.

Links

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