



Australian Government

Department of Education, Employment and Workplace Relations

MTMR308B Prepare and produce value-added products

Release: 1

MTMR308B Prepare and produce value-added products

Modification History

Unit Descriptor

This unit covers the skills and knowledge required to prepare and produce of more complex value added products, such as those employing pastries, dairy products or cooking. It includes preparing ingredients and following recipes. The operation of processing equipment to produce value-added products may also be required.

Application of the Unit

This unit is applicable to meat retailing and food services enterprises.

Licensing/Regulatory Information

Pre-Requisites

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged, will assist in identifying Employability Skill requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Prepare and operate processing equipment used in producing value-added products	1.1 Processing equipment is prepared and operated according to hygiene, and health and safety requirements. 1.2 Faults are identified in line with manufacturer's and

- workplace requirements.
- 1.3 Equipment is used according to manufacturer's, workplace and OH&S requirements.
 - 1.4 Start-up and shut-down procedures are performed according to manufacturer's and workplace requirements.
- 2 Clean processing equipment
 - 2.1 Equipment is cleaned to manufacturer's, OH&S, hygiene and workplace requirements.
 - 3 Follow recipe
 - 3.1 Recipes are followed to prepare and produce value-added products to product specifications.
 - 4 Select ingredients for formulation of value-added products
 - 4.1 Ingredients are selected in accordance with recipes, policy and practice, and regulatory requirements.
 - 4.2 Ingredients are weighed in accordance with recipe specifications and regulatory requirements.
 - 4.3 Ingredients are labelled according to workplace and regulatory requirements.
 - 5 Prepare meat, stuffings, seasonings and force meat for value-added products
 - 5.1 Meat is prepared according to recipes, policy and practice.
 - 5.2 Stuffings, seasonings and force meat are prepared in accordance with recipes, policy and practice.
 - 6 Prepare marinades, sauces, and glazes for value-added product
 - 6.1 Marinades, sauces and glazes are prepared in accordance with recipes, policy and practice.
 - 7 Mix ingredients
 - 7.1 Ingredients are weighed in accordance with recipe requirements.
 - 7.2 Ingredients are added to meat according to recipes, product specifications and regulatory requirements.
 - 7.3 Ingredients are blended to achieve product consistency according to recipes and product specifications.
 - 8 Produce value-added products
 - 8.1 Product is formulated according to product specifications.
 - 8.2 Product is presented according to product specifications and policy and procedures.

- 8.3 Pastry types are used correctly to recipes and workplace requirements.
 - 8.4 Meat is skewered according to recipes and workplace requirements.
- 9 Store products and ingredients
 - 9.1 Product is stored according to workplace and regulatory requirements.
 - 9.2 Ingredients are stored according to workplace and regulatory requirements.
 - 9.3 Shelf life of products is identified and appropriate action taken.
 - 9.4 Effects of ingredients on shelf life are identified and appropriate action taken.

Required Skills and Knowledge

This describes the essential skills and knowledge required for this unit. Where bold italicised text is used, further information is detailed in the Range Statement.

Describe **regulatory requirements** regarding use and storage of fruit and vegetables.

Describe shelf life of products, factors affecting shelf life and effects of different ingredients on shelf life.

Describe the range of effects on the product and on consumer health of the use of incorrect and inadequate quantities of ingredients.

Estimate measures to verify calculations.

Explain the permissible use of additives and ingredients in value-added products.

Explain the properties of correct blending.

Explain the purpose and use of processing equipment in the preparation of value-added products.

Explain the use and purpose of stuffings, seasoning and force meat in producing value-added products.

Explain the use and purposes of ingredients in producing value-added products.

Identify quality requirements related to production of value-added products.

Identify sub-standard product and rectify appropriately.

Label value-added products according to workplace and regulatory requirements.

Make adjustments to equipment when necessary according to manufacturer's, workplace and OH&S requirements.

Provide advice to customers on ingredients in value-added products.

Seek advice on new recipes and products from appropriate sources.

State the effect of various ingredients on product shelf life.

State the procedures for cleaning processing equipment.

State workplace, OH&S and hygiene requirements related to producing value-added products.

Use **communication skills** appropriate to the task.

Use **mathematical skills** as required for production of value-added products.

Where quantities of required ingredients are not available, identify suitable alternatives from existing stock, where applicable.

Work with team members to develop new value-added products.

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Context of and specific resources for assessment

Assessment must occur in the workplace under normal operating conditions or in a simulated environment.

Method of assessment

Recommended methods of assessment are:

verified work log or diary

workplace assignment

workplace referee or third party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

Guidance information for assessment

Resource materials available from
MINTRAC, telephone 1800 817 462.

Australian Training Products
(www.atpl.net.au):

Meat Retailing and Smallgoods
Manufacturing Resources (**CD version**).

Range Statement

RANGE STATEMENT

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments within the meat industry and situations that may affect performance. This includes any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts. Bold italics wording in the Elements and Performance Criteria, and Required Skills and Knowledge, is detailed below.

Value-added products may include:	beef wellington fillet mignon goldfield racks with camembert pastry meat products tornadoes (eg pork and apple) veal cordon bleu.
Workplace requirements may include:	enterprise-specific procedures and ethical standards Standard Operating Procedures work instructions.
OH&S requirements may include:	enterprise OH&S policies, procedures and programs OH&S legal requirements Personal Protective Equipment (PPE) which may include: coat and apron ear plugs or muffs eye and facial protection head-wear lifting assistance protective boot covers protective hand and arm covering protective head and hair covering uniforms waterproof clothing work, safety or waterproof footwear requirements set out in standards, codes of

	practice etc.
Ingredients vary depending on the products and may include:	- brines - fruit - glazes - marinades prepared from a recipe - meat - nuts - pastry - filo, shortcrust, puffed, flaky - satays - sauces - skewers - sprinkles - stuffings prepared from a recipe - vegetables.
Regulatory requirements may include:	- Export Control Act - federal and state regulations regarding meat processing and food handling - hygiene and sanitation requirements - relevant Australian Standards.
Descriptions and explanations may:	- be presented orally, in writing using standard formats or using a range of communications technology and media - include information from several sources - present information in diagrammatic, tabular, graphic or pictorial formats - require summaries of information for presentation to work colleagues - use workplace, mathematical and technical language.
Communication skills may:	- be with people from a range of cultural, social and ethnic backgrounds and with colleagues, superiors, customers, clients and external parties - involve speaking clearly and directly - involve the use of communication

Mathematical skills relate to own work and work area problem-solving and monitoring, and may:

technology

relate to own work and the wider work area

require reading and interpreting workplace related documentation.

involve estimation and calculation

involve the use of calculators and computer software packages

involve the use of familiar and unfamiliar complex formula

relate to product formulation and specification

require interpretation and drawing conclusions from a range of simple and complex mathematical tables, charts, bar graphs, pie charts, etc

require monitoring, adjusting and calibrating formula, specifications, outputs and equipment

require synthesis and analysis of mathematical information from more than one source.

Unit Sector(s)