



**Australian Government**

# **MTM40111 Certificate IV in Meat Processing (Leadership)**

**Release: 4**

## MTM40111 Certificate IV in Meat Processing (Leadership)

### Modification History

Release	TP Version	Comments
4	MTM11v3.1	Name change to core unit: <i>MTMCOR203A Apply Quality Assurance practices</i> is now <i>MTMCOR203B Comply with Quality Assurance and HACCP requirements</i>
3	MTM11v3	Added new Elective Unit <i>MTMPSR415A Develop and implement work instructions and SOPs</i> Updated equivalent imported Unit <i>BSBCUS402A Address customer needs to BSBCUS402C</i>
2	MTM11v1.1	Update of imported Units from TAE10 Training and Education Training Package
1	MTM11v1	Initial release

## Description

This qualification covers work activities undertaken by experienced meat workers who are carrying out supervisory roles.

### Job roles

Job role titles covered by this qualification may include:

- meat processing supervisor
- meat processing team leader
- smallgoods supervisor
- boning room supervisor
- meat department supervisor
- meat processing assessor.
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## Pathways Information

### Pathways into the qualification

Pathways into the qualification may be:

- after successful completion of any Certificate II or III Meat Processing qualification
- by direct entry with industry experience but without prior qualifications
- through Recognition of Prior Learning.

This qualification is suited to Australian Apprenticeship pathways.

### Pathways from the qualification

After achieving this qualification, candidates may undertake:

- approved Skill Sets to gain expertise in specific skilled job roles
- any other Meat Processing qualification at level IV, with credit for applicable units successfully completed
- MTM50111 Diploma of Meat Processing
- MTM50211 Diploma of Meat Processing (Meat Retailing).
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## Licensing/Regulatory Information

### Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

## Entry Requirements

Not Applicable

## Employability Skills Summary

### EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described for each Employability Skill are representative of the meat industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> <li>• listening and interpreting worker issues or management concerns</li> <li>• speaking clearly and directly with other personnel, such as workers, management and customers</li> <li>• reading and interpreting workplace documentation such as work instructions, Standard Operating Procedures, Australian Standards and food safety regulations</li> <li>• preparing written documentation, such as reports</li> <li>• using mathematical skills in areas such as time and temperature</li> <li>• sharing information with co-workers, managers, customers and regulatory authorities</li> <li>• applying negotiation, persuasion and assertiveness skills when carrying out supervisory duties</li> <li>• showing empathy with worker and customer issues when appropriate</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• working effectively as an individual as well as in a work team</li> <li>• working effectively with workers from another country</li> <li>• applying own technical knowledge to assist other members of the work team</li> <li>• using teamwork skills in a range of situations, such as when addressing food safety issues</li> <li>• identifying and utilising the strengths of other team members, such as specialised technical knowledge</li> <li>• providing coaching and mentoring support to new workers</li> </ul>
Problem solving	<ul style="list-style-type: none"> <li>• developing practical and creative solutions to workplace problems, such as rostering issues</li> <li>• showing independence and initiative in identifying problems, for example, the need to revise and update a work instruction</li> <li>• working with a team to resolve a problem, for example, a</li> </ul>

**EMPLOYABILITY SKILLS QUALIFICATION SUMMARY**

	<ul style="list-style-type: none"> <li>production issue</li> <li>using numeracy skills, such as graphing and charting, to resolve problems</li> <li>resolving concerns raised by external groups, such as customers or regulatory authorities</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>adapting to new situations, such as changes to customer specifications or introduction of new equipment</li> <li>translating ideas into action, for example, revising a work instruction or Standard Operating Procedure</li> <li>identifying opportunities that might not be obvious to others, for example, a change of supplier to achieve cost savings or a change in process to achieve better productivity</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>collecting, analysing and organising information, such as HACCP reports</li> <li>using basic business processes for planning and organising, for example, production schedules</li> <li>taking initiative and making decisions within workplace role, for example, setting production levels</li> <li>managing time and priorities, such as meeting report deadlines and timely implementation of corrective actions</li> <li>determining, applying and allocating resources, such as budget, product and personnel</li> <li>adapting resource allocations to cope with contingencies, for example, shortage of stock or staff</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>having and articulating own ideas and vision, for example, when contributing to company business planning processes</li> <li>monitoring and evaluating own performance to ensure company production requirements are met efficiently</li> <li>taking responsibility for work output within area of responsibility</li> </ul>
Learning	<ul style="list-style-type: none"> <li>being receptive to learning new ideas and techniques, such as changed work instructions, new equipment and processes</li> <li>learning in a range of settings, such as through formal training or informally from other workers</li> <li>learning new skills and techniques to adjust to production or equipment changes</li> <li>managing own learning to ensure currency, for example, by attending technical workshops or through internet research</li> <li>contributing to the learning of others through support of professional development or informal processes</li> <li>applying a range of learning approaches appropriate to individual and situational requirements</li> </ul>

**EMPLOYABILITY SKILLS QUALIFICATION SUMMARY**

Technology	<ul style="list-style-type: none"><li>• using technology, such as workplace machinery, computers and testing equipment</li><li>• demonstrating skilled use of workplace technology</li><li>• applying OH&amp;S requirements when using technology</li><li>• adapting to new technology requirements, such as new software or machinery</li><li>• applying technology as a management tool, for example, running production reports</li></ul>
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## Packaging Rules

### Packaging Rules

Complete eighteen units of competency in total.

- complete all ten core units of competency
- complete eight elective units of competency.

A maximum of three units can be selected from other Certificate IV or Diploma qualifications in this Training Package, or from another Training Package or accredited course. Units selected must be relevant to meat processing job roles and must not duplicate units already contained within the qualification.

### Qualification structure

Core units			
Level II core			
MTMCOR201A	Maintain personal equipment	MTMCOR204A	Follow safe work policies and procedures
MTMCOR202A	Apply hygiene and sanitation practices	MTMCOR205A	Communicate in the workplace
MTMCOR203B	Comply with Quality Assurance and HACCP requirements	MTMCOR206A	Overview the meat industry
Level IV core			
MTMCOR401C	Manage own work performance	MTMCOR403A	Participate in OH&S risk control process
MTMCOR402C	Facilitate Quality Assurance process	MTMCOR404A	Facilitate hygiene and sanitation performance
Elective units			
MTMP407B	Supervise new recruits	BSBINM401A	Implement workplace information system
MTMPS414B	Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM)	BSBINN301A	Promote innovation in a team environment
MTMPSR401C	Coordinate contracts	BSBLED401A	Develop teams and individuals
MTMPSR402C	Prepare and evaluate resource proposals	BSBMGT402A	Implement operational plan
MTMPSR403C	Facilitate achievement of enterprise environmental policies	BSBMGT403A	Implement continuous

	and goals		improvement
MTMPSR404C	Foster a learning culture in a meat enterprise	BSBWOR402A	Promote team effectiveness
MTMPSR405C	Build productive and effective workplace relationships	SIRXFIN004A	Manage financial resources
MTMPSR406C	Manage and maintain a food safety plan	SIRXINV004A	Buy merchandise
MTMPSR411A	Lead communication in the workplace	SIRXINV005A	Control inventory
MTMPSR412A	Participate in product recall	TAEASS401B	Plan assessment activities and processes
MTMPSR415A	Develop and implement work instructions and SOPs	TAEASS402B	Assess competence
BSBCUS402B	Address customer needs		

## Units with prerequisite units

### Units with prerequisite units

The following units from this qualification contain prerequisite units.

Unit	Prerequisite
MTMCOR401C Manage own work performance	MTMCOR205A Communicate in the workplace
MTMCOR403A Participate in OH&S risk control process	MTMCOR204A Follow safe work policies and procedures
MTMCOR402C Facilitate Quality Assurance process	MTMCOR203A Apply Quality Assurance practices
MTMCOR404A Facilitate hygiene and sanitation performance	MTMCOR202A Apply hygiene and sanitation practices
MTMPS414B Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM)	MTMCOR202A Apply hygiene and sanitation practices MTMCOR403A Participate in OH&S risk control process