



Australian Government

Department of Education, Employment and Workplace Relations

MTMP2072B Assemble and prepare cartons

Release: 1

MTMP2072B Assemble and prepare cartons

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to prepare cartons and liners in response to production requirements.
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Application of the Unit

Application of the unit	This unit is applicable to workers in boning rooms, offal rooms, smallgoods factories, pet food premises, food services operations and wholesale butchery premises.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Assemble cartons	1.1. Cartons are assembled in accordance with work instructions and production needs. 1.2. Carton liners are inserted according to customer and workplace requirements . 1.3. Cartons are assembled or liners inserted in accordance with Occupational Health and Safety (OH&S) requirements . 1.4. Manual handling guidelines are followed.
2. Maintain production flow of cartons	2.1. Stocks of consumables are monitored and maintained according to work instructions. 2.2. Work area is kept clean and free of waste to ensure a hygienic and safe work environment. 2.3. Assembled cartons are forwarded to boning room promptly in line with production requirements. 2.4. Stock of consumables is maintained and when necessary re-ordered in accordance with work instructions.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: • assemble cartons and place liners in accordance with work instructions and specifications • maintain the flow of assembled cartons • demonstrate the safe usage of any mechanical aids • follow European Union (EU) procedures where relevant • report any shortages of consumables or get more consumables in accordance with work instructions • perform any routine maintenance or monitoring of machines according to the work instructions • maintain a safe, neat and clean work area • work effectively as an individual and as part of a team • apply relevant regulatory requirements • take action to improve own work performance as a result of self-evaluation,

REQUIRED SKILLS AND KNOWLEDGE

- feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- work instructions for assembling and preparing cartons
- importance of maintaining the integrity of packaging
- levels of consumables to be maintained
- relevant regulatory requirements
- EU procedures, where relevant
- relevant OH&S requirements for assembling and preparing cartons
- range and uses of packaging
- safe usage of any mechanical aids

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the 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 at the normal speed of production.

Context of, and specific resources for assessment

Assessment must occur in a registered processing plant or establishment.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- 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 or Torres Strait Islander, 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

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or

EVIDENCE GUIDE

telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. 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) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- 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:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - 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 and codes of practice.

RANGE STATEMENT	
<i>Mechanical aids</i> may include:	• aids used for assembling and transporting cartons including pallet jacks, fork lifts, conveyor belts • aids used for lifting consumables.
<i>Regulatory requirements</i> may include:	• Export Control Act • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • requirements set out in AS EN 12442.2:2003 Australian Standard - Animal Tissues and their Derivatives Utilised in the Manufacture of Medical Devices - Controls on Sourcing, Collection and Handling • state and territory regulations regarding meat processing.
<i>Communication skills</i> may include:	• applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace information • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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