



Australian Government

Department of Education, Employment and Workplace Relations

MTMP2084B Operate carton forming machine

Release: 1

MTMP2084B Operate carton forming machine

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate a carton forming machine.
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Application of the Unit

Application of the unit	This unit is applicable to workers forming cartons in meat processing, smallgoods, pet food and wholesale operations.
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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. Start-up and maintain carton forming machine	1.1. Start-up procedures are identified and completed according to work instructions and manufacturer's specifications. 1.2. Daily maintenance routines are completed as specified in work instructions and manufacturer's specifications.
2. Operate carton forming machine	2.1. Carton forming machine is operated in accordance with workplace requirements. 2.2. Cartons are formed to workplace standards. 2.3. Carton blanks are monitored to ensure compliance with Quality Assurance (QA) requirements. 2.4. Carton forming machine is operated in accordance with Occupational Health and Safety (OH&S) requirements. 2.5. Cartons are monitored to ensure compliance with specifications. 2.6. Flow of assembled cartons is maintained to meet daily production requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- start-up and maintain carton forming equipment according to work instructions and manufacturer specifications
- operate carton forming machine in accordance with work instructions
- identify and comply with OH&S requirements related to operating carton forming equipment
- maintain the flow of cartons to the boning room
- monitor the inflow of carton blanks to ensure compliance with QA requirements
- monitor outflow of formed cartons to ensure compliance with QA requirements
- follow reporting procedures for defects in carton formation
- report equipment faults according to workplace requirements
- work effectively as an individual and as part of a team
- apply relevant **regulatory requirements**

REQUIRED SKILLS AND KNOWLEDGE

- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- QA requirements for operating a carton forming machine
- the importance of maintaining flow of cartons to boning room
- relevant regulatory requirements

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

Carton forming machinery has to be operated to meet normal production requirements.

Context of, and specific resources for assessment

Assessment must be conducted in a processing plant.

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
- 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

Regulatory requirements 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 • state and territory regulations regarding meat processing.
Communication skills may include:	• listening and understanding • reading and interpreting workplace documentation • 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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