



Australian Government

Department of Education, Employment and Workplace Relations

MTMP2131B Prepare and despatch meat product orders

Release: 1

MTMP2131B Prepare and despatch meat product orders

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to assemble the product for despatch, supervise the preparation of the order, manage preparation of documentation and ensure regulatory requirements are met.
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Application of the Unit

Application of the unit	This unit is appropriate for all sectors of the meat industry where product is despatched.
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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. Identify product required for <i>meat product orders</i>	1.1. Products are identified and labelled in accordance with trade descriptions. 1.2. Products are identified in accordance with company requirements.
2. Check customer requirements for delivery of order	2.1. Customer requirements are confirmed to determine product order <i>delivery</i> arrangements. 2.2. Customer requirements are checked to confirm whether the order is domestic or export so as to comply with appropriate regulatory and importing country requirements. 2.3. Temperature and storage requirements for product order are confirmed and arranged in accordance with <i>workplace requirements</i> .
3. Arrange orders	3.1. Products are identified for an order and chiller location is confirmed. 3.2. Product is assembled and checked against <i>documentation</i> to ensure correct order is sent out.
4. Complete documentation	4.1. Despatch documentation is correctly completed either manually or electronically to workplace and regulatory requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- make up meat orders correctly in accordance with workplace, Occupational Health and Safety (*OH&S*), hygiene and sanitation, Quality Assurance (QA) and *regulatory requirements*
- identify cartons and carcasses which are unsuitable for loadout
- work efficiently in teams and individually
- 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 SKILLS AND KNOWLEDGE**Required knowledge**

Knowledge of:

- types of cartons and carcasses which are unsuitable for loadout
- export and domestic regulatory requirements related to the despatch of meat products
- procedures to deal with contingencies, such as incorrect orders documentation
- relevant security arrangements
- temperature requirements for despatch of product

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 normal chain speed.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

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.

<i>Meat product orders</i> may be:	• carcase or cartons.
<i>Delivery</i> may be:	• container • truck.
<i>Workplace requirements</i> 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.
<i>Documentation</i> may include:	• domestic transfers • labelling, which may include: • for Australian inspection • for domestic purposes • for export purposes • pre-printed cartons • meat transfer certificates • notice of intention • supplementary meat transfer certificates.
<i>OH&S</i> requirements may include:	• enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: • coats and aprons

RANGE STATEMENT

- 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>Regulatory requirements</i> may include:	• Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • 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. • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<i>Communication skills</i> may include:	• applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups • writing to workplace requirements.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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