



Australian Government

Department of Education, Employment and Workplace Relations

MTMP3075A Perform process monitoring for Meat Hygiene Assessment

Release: 1

MTMP3075A Perform process monitoring for Meat Hygiene Assessment

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to monitor processes in a meat processing plant as part of a Meat Hygiene Assessment (MHA) program.
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Application of the Unit

Application of the unit	This unit is applicable to monitoring workers' compliance with company work instructions and Standard Operating Procedures (SOPs) as part of an MHA program.
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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. Monitor process	1.1.Process is monitored according to company monitoring plan. 1.2.Results are recorded accurately on appropriate process monitoring sheets. 1.3.Process is rated according to established criteria of acceptable, marginal or unacceptable. 1.4.Immediate corrective action is implemented according to MHA program's requirements. 1.5.A conformity index is calculated and recorded after each process monitoring exercise. 1.6.Process is monitored according to workplace requirements for hygiene and sanitation, and Occupational Health and Safety (OH&S).

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- accurately gather monitoring data and calculate compliance ratings
- use weighting and cumulative scores to calculate compliance ratings
- identify when trigger points have been reached and corrective actions are to be implemented
- develop corrective actions
- liaise effectively with supervisors who are responsible for implementing corrective actions
- apply relevant **communication skills**
- work effectively as an individual and as part of a team
- 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

Required knowledge

Knowledge of:

- hygiene and OH&S requirements associated with process monitoring
- how the monitoring program is developed

REQUIRED SKILLS AND KNOWLEDGE

- purpose and nature of work instructions and SOPs
- purpose of an MHA process monitoring program
- relevant OH&S, ***regulatory*** and workplace 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

Competency must be demonstrated while actually complying with:

- Australian Quarantine Inspection Service (AQIS) and/or state meat authority regulations
- company procedures.

Context of, and specific resources for assessment

Assessment must take place in a meat processing plant under real working conditions.

Method of assessment

Recommended methods of assessment include:

- assignments
- quiz of underpinning knowledge
- simulated demonstration
- workplace demonstration of skills
- 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

EVIDENCE GUIDE

higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or 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
- hygiene and sanitation 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

RANGE STATEMENT	
	• work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Communication skills may include:	• applying numeracy skills to workplace requirements • being appropriately assertive • interpreting needs of internal or external customers • listening and understanding • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • using negotiation or persuasion skills • working with diverse individuals and groups • writing to audience needs.
Regulatory requirements may include:	• Export Control Act • relevant Australian Standards • 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.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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