



Australian Government

Department of Education, Employment and Workplace Relations

MTMP3105A Follow and implement an established work plan

Release: 1

MTMP3105A Follow and implement an established work plan

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to complete tasks individually or in a team context. The tasks involve established routines and procedures using allocated resources with access to readily available procedures and advice. Work plans may need to be modified with supervisor/team leader agreement to suit changing conditions and priorities.
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Application of the Unit

Application of the unit	Team leaders and Quality Assurance (QA) Officers in the meat industry are required to implement a wide variety of work plans such as schedules, work instructions, customer orders and daily plans. They will be required to interpret, prioritise, communicate and implement plans in the context of a team environment. Work and tasks may be allocated through managers, supervisors, work schedules or plans. They may be individual tasks and jobs or team function work schedules.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Prerequisite units		

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 work activities	1.1. Identify team tasks. 1.2. Identify work activities that are allocated to the individual. 1.3. Prioritise work activities as directed.
2. Organise daily work activities	2.1. Break work activities down into small achievable components. 2.2. Identify hazards and implement required controls. 2.3. Identify regulatory and Occupational Health and Safety (OH&S) requirements . 2.4. Identify relevant workplace requirements . 2.5. Record activities.
3. Follow work plan	3.1. Locate relevant Standard Operating Procedures (SOPs) and work instructions. 3.2. Undertake tasks in accordance with schedule/plan. 3.3. Maintain output in accordance with schedule/plan. 3.4. Follow prescribed and routine work related sequences.
4. Modify work plan	4.1. Identify changing needs/conditions. 4.2. Identify the safety and production implications of changes. 4.3. Seek assistance from relevant personnel when difficulties arise. 4.4. Review tasks and priorities in line with changing needs/conditions with a change of instruction from appropriate personnel. 4.5. Update work plan taking account of safety and production implications and communicate to appropriate personnel.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

REQUIRED SKILLS AND KNOWLEDGE

Ability to:

- use communication skills appropriate to the task, including reading, writing, numeracy, listening and speaking skills
- apply relevant problem-solving skills
- work effectively as an individual and as part of a team
- interpret and apply enterprise's standard operating procedures, work instructions and relevant regulatory requirements
- 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 appropriate methods and techniques for obtaining and interpreting feedback
- work effectively with individuals who have diverse work styles, aspirations, cultures and perspectives

Required knowledge

Knowledge of:

- enterprise quality, operational and safety procedures
- regulatory requirements and customer specifications
- importance of workplace documentation
- routine work planning processes
- potential safety implications of modifying the work plan
- job outcomes, standards and priorities
- equipment and processes used in the workplace
- hazards associated with the process
- methods of controlling the hazards according to procedures

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	Consistent performance should be demonstrated. In particular assessors should check that: • hazards are identified and controlled • work schedules are interpreted and understood and instructions acted upon • relevant procedures are followed • resources and time are effectively and efficiently utilised • potential disruptions or changed circumstances are recognised and work plans modified in conjunction with relevant personnel • assistance is sought from relevant personnel when difficulties arise
Context of and specific resources for assessment	Assessment will require access to an operating plant over an extended period of time, or a suitable method of gathering evidence of operating ability over a range of situations.

EVIDENCE GUIDE	
	A bank of scenarios/case studies/what ifs will be required as will a bank of questions which will be used to probe the reasoning behind the observable actions.
Method of assessment	Recommended methods of assessment include: • structured or unstructured simulations, case studies or scenarios • workplace project • on-the-job demonstration • workplace referee, supervisor or third-party reports 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 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>Regulatory</i> requirements may include:	• animal welfare • award and enterprise agreements and relevant industrial instruments • environmental and waste management • Equal Employment Opportunity (EEO), anti-discrimination and sexual harassment

RANGE STATEMENT	
	• Export Control Act • AS4696:2007 Australian Standard for the Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • relevant industry codes of practice • relevant regulations • federal, state and territory regulations regarding meat processing.
OH&S requirements may include:	• enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) requirements set out in standards, company regulations, codes of practice etc.
Workplace requirements may include:	• business and performance plans • confidentiality and security requirements • enterprise ethical standards, values and obligations • enterprise-specific procedures, policies and plans • goals, objectives, plant, systems and processes • organisational policy and/or guidelines and requirements • operation of company-specific software and databases • OH&S policies, procedures and programs • quality and continuous improvement processes and standards • Quality Assurance (QA) and/or procedures manuals • SOPs • work instructions.
Relevant personnel may include:	• Human Resources manager • OH&S personnel • supervisor or training manager • training or development officer • other members of the organisation.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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