



Australian Government

Department of Education, Employment and Workplace Relations

MTMP3120A Prepare a kill sheet

Release: 1

MTMP3120A Prepare a kill sheet

Modification History

Release	TP Version	Comments
1	MTM11v3	Initial release.

Unit Descriptor

This Unit covers the skills and knowledge required to prepare a kill sheet for a slaughter floor.

Application of the Unit

This Unit is applicable to staff in a processing plant who are responsible for the preparation of a kill sheet which sets the order for processing livestock for a shift.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this Unit.

Pre-Requisites

MTMP3108A	Overview of the NLIS for sheep and goats
MTMP3109A	Overview of the NLIS program utilising RFIDs

Employability Skills Information

This Unit contains employability skills.

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Review stock arrival documentation	1.1 Check all relevant paperwork has been received, e.g., National Vendor Declarations (NVDs) or Post-Sale Summaries (PSSs).
2. Prepare kill sheet	2.1 Prepare kill sheet according to workplace requirements and livestock advice. 2.2 Liaise with livestock staff to determine correct order for stock presentation to slaughter. 2.3 Ensure relevant staff receive kill sheet in a timely manner according to work place requirements.
3. Make adjustments to the kill sheet throughout the day	3.1 Liaise with slaughter floor staff to ensure kill sheet is modified if stock are presented out of order, e.g. emergency kills. 3.2 Modify kill sheet as and when livestock or on-floor issues alter the order or number of stock to be processed. 3.3 Ensure relevant staff received modified kill sheets in a timely manner according to work place requirements.

Required Skills and Knowledge

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

Required skills include:

Ability to:

- explain the importance of the Property Identification Code (PIC) and NVD
- read and interpret NVDs
- generate and interpret an abattoir's kill sheet
- modify a kill sheet to meet changes to production scheduling
- advise livestock and slaughter floor staff of changes in the kill sheet and provide support as required
- communicate effectively with slaughter floor and livestock supervisors
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- take appropriate steps to minimise **workplace health and safety risks** when working with livestock
- work effectively as an individual and as part of a team.

Required knowledge includes:

Knowledge of:

- the NLIS system, including the origin and nature of the system, its commercial importance, role in food safety and importing country requirements, role in traceability
- regulatory requirements which impact on when stock must be presented for processing e.g. injured, ill or diseased animals (suspects), dirty stock, etc.
- workplace requirements that impact on the order in which categories of stock are presented
- workplace arrangements for dealing with non-tagged sheep/goats
- kill sheet distribution requirements
- impact of kill sheet changes on lairage and production staff
- status, abbreviations and what they mean, and the required actions to be taken in response.

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	Assessment must confirm the ability to: • review stock arrival documentation • prepare kill sheet • make adjustments to the kill sheet throughout the day. Assessment must confirm knowledge of: • the NLIS system, including the origin and nature of the system, its commercial importance, role in food safety and importing country requirements, role in traceability • regulatory requirements which impact on when stock must be presented for processing e.g. injured, ill or diseased animals (suspects), dirty stock etc • workplace requirements that impact on the order in which categories of stock are presented • workplace arrangements for dealing with non-tagged sheep/goats • kill sheet distribution requirements • impact of kill sheet changes on lairage and production staff • status, abbreviations and what they mean, and the required actions to be taken in response.
Context of and specific resources for	Assessment must be conducted in the workplace.

assessment	Resources may include: • enterprise work instructions • Meat and Livestock Australia (MLA) NLIS assistance • workplace Approved Arrangement.
Method of assessment	The following assessment methods are suggested: • workplace referee's report • knowledge test • on-the-job demonstration with assessor observation. 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

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>Workplace health and safety risks</i> when working with livestock may include:	• zoonotic diseases such as Q-Fever • manual handling risks • risk of injury from livestock • risk of sunburn • working from heights such as stock trucks and stockyards • requirements to wear specified Personal Protective Equipment (PPE) • being aware of and managing risks affecting co-workers • risks associated with the use of electrical equipment.
---	--

Unit Sector(s)

Not applicable.

Custom Content Section

Not applicable.