



Australian Government

Department of Education, Employment and Workplace Relations

MTMPS418A Oversee export requirements

Release: 1

MTMPS418A Oversee export requirements

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to understand and identify the export requirements for a meat processing plant in Australia.
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Application of the Unit

Application of the unit	This unit is applicable to those employed in meat processing plants as government inspection staff, plant manager or Quality Assurance (QA) personnel.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

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 major export legislation	1.1. Main relevant legislation is identified and application to establishment is described. 1.2. Export control orders are identified and application is explained in accordance with customer specifications and work instructions. 1.3. Legislation is accessed on ELMER.
2. Identify and describe importing country requirements	2.1. Information on importing country requirements is accessed and applied. 2.2. Specific importing country and export inspection procedures are performed in accordance with regulatory requirements and workplace requirements .
3. Identify the function of the Australian Quarantine Inspection Service (AQIS)	3.1. Role of AQIS is described. 3.2. Function of AQIS meat inspection staff is identified. 3.3. Structure of AQIS and AQIS chain of command is identified.
4. Identify QA arrangements	4.1. Specific requirements for AQIS approved arrangements are identified. 4.2. AQIS review, monitoring and auditing arrangements for approved arrangements are described.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- access and **research** legislation on the ELMER system and other appropriate electronic information systems
- gather, analyse and present complex information to colleagues
- identify and apply relevant **Occupational Health and Safety (OH&S) requirements**
- identify orders relevant to particular operational situation
- use **communication and information technology** to access required information

REQUIRED SKILLS AND KNOWLEDGE

- use relevant *communication skills*

Required knowledge

Knowledge of:

- role and jurisdiction of AQIS
- role and function of AQIS meat inspection staff
- ante-mortem and post-mortem inspection procedures for importing countries
- procedures for condemnation in export works
- main regulatory and legislative requirements for exporting product and their application to meat processing
- QA systems operating, monitored and audited by AQIS in export works.

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 assessed when utilising current importing country requirements and export regulations.

Context of and specific resources for assessment

Assessment can utilise actual or simulated workplace environment.

Method of assessment

Recommended methods of assessment include:

- assignments
- quiz of underpinning knowledge
- simulation
- verified work log or diary
- workplace project
- 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

EVIDENCE GUIDE	
	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 requirements</i> may include:	• Export Control Act • hygiene and sanitation requirements • 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.
<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>Research</i> parameters include:	• analysis of technical journals or manuals • review of regulatory notices, memos, updates and guidelines • synthesis of information from a range of sources

RANGE STATEMENT	
	• utilisation of databases (electronic or manual).
<i>OHS requirements</i> 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.
<i>Communication and information technology</i> may be in-house or externally operated and may include:	• databases, including ELMER and EXDOC • QA data recording and monitoring, including traceback or forward.
<i>Communication skills</i> may include:	• applying numeracy skills to workplace requirements • being appropriately assertive • empathising • establishing/using networks • interpreting the needs of internal/external customers • listening and understanding • negotiating responsively • persuading effectively • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups • writing to audience needs.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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