



Australian Government

Department of Education, Employment and Workplace Relations

MTMPS5610C Manage transportation of meat, meat products and meat by-products

Release: 1

MTMPS5610C Manage transportation of meat, meat products and meat by-products

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to schedule and monitor the hygienic, safe and secure transportation of meat, meat products and meat by-products, for domestic or international markets. The efficient transportation of meat, meat products and meat by-products results in the satisfaction of customer requirements.
------------------------	--

Application of the Unit

Application of the unit	This unit is of use to livestock buyers and coordinators, transport managers and finance managers operating in a meat industry context. At this level individuals exercise considerable responsibility and accountability within enterprise structures and are required to make primary contributions to the values, goals and operations of the enterprise. They will typically have responsibility for the establishment and review of systems for the site or department. They may work with the assistance of external experts to develop plans and strategies.
--------------------------------	---

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	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. Implement requirements for the transport of meat, meat products and meat by-products	1.1. Regulatory, customer and enterprise requirements for the hygienic, safe and timely transportation of meat, meat products and meat by-products are identified and followed. 1.2. Resource requirements are assessed and allocated.
2. Establish transport policies and procedures	2.1. Systems and procedures for the operation of meat transport vehicles for the hygienic and safe transport of meat, meat products and meat by-products are developed. 2.2. Security procedures and systems are developed. 2.3. Reporting and recording procedures are established and maintained. 2.4. Supplier quality requirements and standards are developed and monitored. 2.5. Personnel, including contractors, are informed and mentored in the performance of their obligations and responsibilities, including Occupational Health and Safety (OH&S).
3. Manage transport logistics	3.1. Transport options are analysed and selected. 3.2. Contracts and schedules are prepared and negotiated according to customer and production requirements. 3.3. Documentation is completed according to enterprise, customer and regulatory requirements. 3.4. Transport vehicles are maintained to ensure the hygienic transportation of meat. 3.5. Enterprise storage facilities are operated according to enterprise and regulatory requirements. 3.6. Consignments are tracked and monitored.
4. Determine and manage transport costs	4.1. Cost of storage and transport is calculated. 4.2. Transport budget is prepared and monitored. 4.3. Procedures for cost savings are reviewed.
5. Manage contingencies	5.1. Contingency plans are developed according to enterprise requirements. 5.2. Changing circumstances are analysed, and responses are prioritised and clarified. 5.3. Impacts of changed schedules are communicated to all relevant parties.
6. Review transport of meat, meat products and meat by-products to improve customer	6.1. Resources, procedures and schedules are monitored and reviewed for effectiveness and efficiency. 6.2. Customer feedback and requirements are included in review of transport procedures and schedules.

ELEMENT	PERFORMANCE CRITERIA
service	6.3. Team is involved in continuous improvement processes.

ELEMENT	PERFORMANCE CRITERIA
7. Establish effective communication with customers	7.1. Customer requirements are determined. 7.2. Customer complaints are resolved promptly. 7.3. Communication strategies are inclusive of the cultural, ethnic and social diversity of individuals and groups.
8. Produce reports	8.1. Reports are produced according to legal and enterprise requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- analyse throughput, production, storage requirements, meat safety, product specifications, customer requirements, orders and the purchasing or scheduling of appropriate transport services
- apply **problem-solving skills** to resolve transportation issues
- communicate effectively with regulatory authorities and **stakeholders**
- maintain currency of knowledge through independent research or personal development
- develop supplier quality criteria including audit requirements for the purchase of transport services
- establish systems for the completion and certification of product transport documentation
- identify and analyse transportation options; develop procedures to inform enterprise personnel, customers and contractors of changes in schedules
- apply relevant **mathematical skills**
- identify and apply relevant **OH&S requirements**
- present reports according to legal and enterprise requirements
- take action to improve own work practice as a result of feedback from others, self-evaluation, or in response to changed work practices or requirements or technologies
- use available communication and information technology systems to monitor transport purchase, schedule and **track** consignments, collect and analyse performance information
- work effectively as an individual and as a team member.

REQUIRED SKILLS AND KNOWLEDGE**Required knowledge**

Knowledge of:

- food safety requirements for meat and meat product transport vehicles
- regulatory and ***workplace requirements*** relating to the transportation of meat, meat products and meat by-products
- potential impact and costs of inappropriate transportation of meat, meat products and meat by-products, including public liability and loss of custom
- public and OH&S obligations relating to the transport of meat, meat products and meat by-products
- requirements for maintaining product quality during transportation.

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 through sustained performance over time, at an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise.

Context of and specific resources for assessment

Resources may include:

- a real work environment
- relevant documentation, such as:
 - customer requirements or orders
 - manufacturer instructions and operations manuals
 - production and chilling schedules
 - regulatory requirements
 - workplace policy and procedures
- relevant equipment and materials.

Method of assessment

Recommended methods of assessment include:

- a third-party referee report of sustained performance at appropriate level of authority and responsibility
- assignment focusing on understanding and application of principles and theory to workplace operations

EVIDENCE GUIDE

- workplace projects which focus on company environment and conditions.

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.

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.

Transport may be:

- intrastate
- interstate
- international
- by road, rail, sea or air.

Meat, meat products and meat by-products may include:

- carcase and carton meat
- fresh, frozen, further processed and rendered products
- noxious products
- smallgoods
- treated and untreated hides
- value-added products.

Analysing and selecting ***transport options*** includes:

- unit cost size and availability
- customer requirements
- product requirements and characteristics
- route
- speed.

Contracts and schedules may be developed for enterprise owned vehicles or contracted vehicles including:

- air transport
- rail or container
- road transport
- sea or container transport.

Regulatory requirements may include:

- animal welfare
- AS 4696:2002 Australian Standard for the Hygienic Production and Transportation of Meat and Meat Products for Human

RANGE STATEMENT

Consumption

- commercial law, including fair trading and trade practices
- consumer law
- corporate law, including registration, licensing and financial reporting
- environmental and waste management, and sustainable work practices
- equal employment opportunity (EEO), anti-discrimination and sexual harassment
- Export Control Act
- HB 40.1:2001 The Australian Refrigeration and Air-Conditioning Code of Good Practice - Reduction of Emissions of Fluorocarbon Refrigerants in Commercial and Industrial Refrigeration and Air-Conditioning Applications
- industrial awards and agreements
- relevant regulations
- state and federal transport regulations
- state regulations regarding meat processing
- taxation.

RANGE STATEMENT	
Communication may:	• be formal or informal and involve face to face and technological or electronic methods • be with culturally, ethnically and socially diverse individuals and groups • involve preparation of reports which may be complex, contain information from a range of technical sources and include mathematical and graphic information and data • involve reading and interpreting workplace documentation • occur in a variety of sensitive, conflictive, collaborative and supportive environments • require analysis and presentation of complex concepts, technical information, mathematical information and other data in simple or complex formats • require persuasion, negotiation and assertiveness skills.
Reports may be:	• complex • contain information from a range of technical sources and include mathematical and graphic information and data.
Problem-solving skills may include:	• applying a range of strategies • developing practical and creative solutions • resolving workplace and customer concerns • showing independence and initiative • solving problems individually or in teams • testing assumptions and taking context into account • using mathematical skills to resolve problems.
Stakeholders may include:	• company owners, directors, shareholders and financiers • competitors • management and employees • suppliers, customers and consumers • unions and employer associations.
Mathematical skills may relate to:	• technical and financial modelling • calculations • interpretation and analysis • complex actual and hypothetical mathematical information, such as:

RANGE STATEMENT	
	• product and product quality • financial operations • personnel • operations • sales and turnover • exports.
OH&S requirements may include:	• enterprise OH&S policies, procedures and programs • hygiene and sanitation requirements • 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 • 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.
Systems for the tracking and trace back of consignment may be manual or electronic and include:	• communication systems • computerised tracking systems • consignment, despatch and delivery documentation • export documentation • log books • product certification.
Workplace requirements may include:	• enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.

Unit Sector(s)

Unit sector	
--------------------	--

Co-requisite units

Co-requisite units		

Competency field

Competency field	
-------------------------	--