



Australian Government

Department of Education, Employment and Workplace Relations

MTMR204C Package product using manual packing and labelling equipment

Release: 1

MTMR204C Package product using manual packing and labelling equipment

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to package meat product by specification using manual packaging equipment. It includes the skills required to set up the packaging unit, accurately identify products and package products to meet customer requirements.
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Application of the Unit

Application of the unit	This unit is applicable to boning rooms, meat retailing and food services enterprises.
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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. Set weight controls	1.1. Weight controls are set to production requirements.
2. Package product	2.1. Product is packaged to workplace requirements ensuring packs are undamaged and sealed, and coded to packing requirements where appropriate. 2.2. Packaged product is measured according to workplace requirements. 2.3. Packaged product is labelled according to workplace requirements. 2.4. Product is packaged according to Occupational Health and Safety (OH&S) and hygiene requirements .

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- select packaging **equipment** according to customer specifications and workplace requirements
- assemble the packaging unit
- check the unit to ensure cleanliness and working order
- adjust equipment settings as required for packaging instructions or schedules
- check safety features are in place
- set weight controls on **scales**
- load product according to specifications
- operate packaging equipment to package products to manufacturer's and customer specifications, workplace, OH&S and hygiene and sanitation requirements
- complete packaging records, documents and labels accurately
- identify and report faults in equipment either verbally or in writing according to workplace requirements
- work with team members or individually
- seek advice from manuals or team members before repairing faults
- use **mathematical skills** relevant to the task
- use relevant **communication skills**

REQUIRED SKILLS AND KNOWLEDGE**Required knowledge**

Knowledge of:

- methods of recording production
- **regulatory requirements** related to packaging
- features of the **packaging unit** (e.g. parts, safety features, start-up and shut-down procedures, possible faults and adjustments)
- production schedule

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 over time and under typical operating conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions or in a simulated environment.

Method of assessment

Recommended methods of assessment include:

- 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 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.

Product may include:

- enterprise product range
- satays
- stir-fry mixes.

Workplace requirements may include:

- customer requirements
- enterprise-specific procedures and ethical standards
- Standard Operating Procedures (SOPs)
- 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.
Hygiene requirements may include:	• relevant government regulations • workplace requirements.
Equipment and packaging used in wrapping or over wrapping may include:	• boxes • cartons • clear plastic containers • plastic wrap • polystyrene trays • wrapping machine (automatic) • wrapping machine (manual).
Scales may be digital or analogue.	
Mathematical skills may include:	• accurate recording of temperature, time, volume, weight and quantity in standard formats or proformas • interpreting and drawing conclusions from routine charts, bar graphs and pie charts • operations involving percentages, comparisons and variations • reading and interpreting analogue and digital measures including clocks, scales, pressure gauges, thermometers, cash registers • routine estimations and calculations using a range of specified formulas and procedures • use of calculators and computer software packages.
Communication skills may include:	• applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.
Regulatory requirements may include:	• Export Control Act • hygiene and sanitation requirements • federal, state and territory regulations regarding meat processing and food handling • relevant Australian Standards

RANGE STATEMENT	
	• relevant regulations.
<i>Packaging units</i> may include:	• automatic packaging and labelling equipment • manual packaging and labelling • vacuum packaging units.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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