



Australian Government

Department of Education, Employment and Workplace Relations

MTMR314B Order stock in a meat enterprise

Release: 1

MTMR314B Order stock in a meat enterprise

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to order stock while working under the supervision of the store buyer in a meat enterprise.
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Application of the Unit

Application of the unit	This unit is applicable to the retailing, processing and smallgoods sectors of the meat industry. Employees may be involved in the ordering of stock such as: • cleaning materials • food preparation requirements • meat products • packaging • Personal Protective Equipment (PPE) supplies and safety equipment • rendering materials.
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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. Process order	1.1. Orders for stock are processed or raised as requested according to workplace requirements. 1.2. Ordering and recording system is accurately maintained according to workplace requirements. 1.3. Orders and delivery requirements are recorded accurately and filed for retrieval according to workplace procedures.
2. Follow up order	2.1. Delivery process is monitored to meet agreed deadlines. 2.2. Routine supply problems are handled or referred to management as required by workplace requirements. 2.3. Continuous liaison with buyers and suppliers is maintained to ensure continuity of supply. 2.4. Stock is distributed according to workplace allocation.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- apply **problem-solving skills** where necessary
- work with team members and individually
- demonstrate **communication** and **mathematical skills** in regard to:
 - maintaining delivery and supply records
 - maintaining stock ordering and recording system
 - processing or raising stock orders
 - stock distribution records
- apply workplace requirements in regard to:
 - current and future stock levels
 - existing suppliers
 - quality control procedures and requirements
 - range of stock

REQUIRED SKILLS AND KNOWLEDGE

- workplace merchandising and marketing
- apply relevant *Occupational Health and Safety (OH&S)* and *regulatory requirements*

Required knowledge

Knowledge of:

- workplace requirements in regard to:
 - current and future stock levels
 - existing suppliers
 - quality control procedures and requirements
 - range of stock
 - workplace merchandising and marketing
- relevant OH&S and regulatory requirements

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 and production conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal operating conditions.

Resources may include:

- real work environment
- relevant documentation such as:
 - manufacturer's instructions or operations manuals
 - regulatory requirements
 - workplace policies and procedures
- relevant equipment and materials.

Method of assessment

Recommended methods of assessment include:

- simulation
- workplace project
- workplace referee or third-party report of performance over time.

EVIDENCE GUIDE	
	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>Workplace requirements</i> may include:	• enterprise ethical standards, values and obligations • enterprise-specific procedures, policies and plans • hygiene and sanitation requirements • staff training policies and procedures • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions • workplace merchandise and marketing policies • working with local, national or international suppliers.
<i>Problem-solving skills</i> may involve:	• applying a range of strategies to problem-solving • developing practical and creative solutions to workplace problems • identifying opportunities that might not be

RANGE STATEMENT	
	obvious to others • showing independence and initiative in identifying problems • solving problems individually or in teams • testing assumptions and taking context into account • using numeracy skills to solve problems.
Communication may involve:	• applying negotiation and persuasion skills • being appropriately assertive • empathising • interpreting needs of internal or external customers • listening and understanding • reading and interpreting workplace documentation • speaking clearly and directly • sharing information • working with diverse individuals and groups • writing to audience needs.
Mathematical skills may include:	• estimation and calculation • the use of calculators and computer software packages • the use of familiar and unfamiliar complex formula • own work and work area problem-solving and monitoring • product formulations and specifications • interpreting and drawing conclusions from a range of simple and complex mathematical tables, charts, bar graphs and pie charts • monitoring, adjusting and calibrating formula, specifications, outputs and equipment • synthesis and analysis of mathematical information from more than one source.
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

RANGE STATEMENT	
	• 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.
Regulatory requirements may include:	• Export Control Act • relevant regulations • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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