



Australian Government

Department of Education, Employment and Workplace Relations

MTMR322A Collect and prepare standard samples

Release: 1

MTMR322A Collect and prepare standard samples

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to collect and prepare standard samples to meet regulatory and workplace requirements.
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Application of the Unit

Application of the unit	This unit is applicable to workers in the meat industry who are required to collect samples for testing.
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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. Receive, handle and store <i>samples</i>	1.1. Samples are registered upon receipt in accordance with quality and <i>workplace procedures</i>. 1.2. Labelling and history of sampling are checked in accordance with laboratory procedures. 1.3. Sample information is recorded and cross-referenced with current or previous test data according to workplace requirements. 1.4. Universal precautions and relevant legislative requirements are observed during the handling and storage of all samples. 1.5. <i>Samples requiring analysis by external laboratories</i> are recorded and forwarded following workplace procedures. 1.6. Unwanted samples are disposed of in accordance with workplace and hygiene standards.
2. Prepare for sample collection	2.1. Type of sample required is confirmed prior to collection. 2.2. Prescribed procedures to ensure representative sampling are followed and details recorded to workplace requirements. 2.3. Appropriate sampling equipment is prepared or assembled to safety and workplace requirements.
3. Perform sample collection	3.1. Gross samples are collected in accordance with workplace procedures. 3.2. Sample integrity is preserved throughout all aspects of sampling. 3.3. Samples are placed in suitable containers and labelled to clearly identify sample type, location, date and any other workplace-specific information. 3.4. Samples are stored, preserved and transported in accordance with <i>relevant regulations</i> and laboratory procedures. 3.5. Sampling equipment is maintained in clean, safe and sterile working order. 3.6. Unusual or non-standard observations made during sampling are recognised and reported.
4. Perform standard chemical or biological sample preparation (where	4.1. Samples and controls are prepared for analysis. 4.2. Action is taken to minimise loss of analyses from sample. 4.3. Separation equipment is used to provide the required

ELEMENT	PERFORMANCE CRITERIA
applicable)	sample fractions.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- collect samples in accordance with workplace and regulatory requirements
- apply relevant ***Occupational Health and Safety (OH&S) requirements***
- use relevant ***communications skills***

Required knowledge

Knowledge of:

- procedure for collecting, receiving, handling and storing specimens in accordance with laboratory procedures, universal precautions and legislative requirements
- use of aseptic techniques in collecting samples
- how sample collection has to be coordinated with workplace activities
- importance of obtaining representative samples and how this can be achieved
- procedures for documenting all pertinent sample information in the required format
- workplace ***Standard Operating Procedures (SOPs)*** for collecting and preparing samples
- relevant OH&S requirements
- steps in preparing samples and sub-samples to comply with required procedures
- workplace procedures to recognise sampling equipment and, as required, maintain it in a sterile condition
- correct disposal procedures

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

Sample collection techniques must comply with the relevant meat industry regulations and standards.

Context of, and specific resources for assessment

Assessment may be conducted in a real or simulated situation.

Method of assessment

Recommended methods of assessment include:

- assignments
- debriefs
- quiz of underpinning knowledge
- simulation
- verified work log or diary
- workplace demonstration
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any

EVIDENCE GUIDE	
	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>Samples</i> may include	• blood • blood products • animal tissue and fluids • solids, liquids, and gases that involve raw materials, • products, by-products, waste or naturally-occurring substances. Their exact nature will depend on the ambit of the laboratory and the workplace.
<i>Workplace procedures</i> may include:	• enterprise-specific requirements • SOPs • work instructions.
<i>Samples requiring analysis by external laboratories</i> are:	• forwarded in accordance with relevant regulations and procedures.
<i>Relevant regulations</i> may include:	• Export Control Act • federal, state and territory regulations regarding meat processing

RANGE STATEMENT	
	• 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.
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 • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Communication skills may include	• applying numeracy skills to workplace requirements • listening and understanding • sharing information • speaking clearly and directly • working with diverse individuals and groups • reading and interpreting workplace related documentation.
SOPs may include those covering:	• collection • preparation • storage • transport.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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