



Australian Government

Department of Education, Employment and Workplace Relations

MTMS217A Prepare dry ingredients

Release: 1

MTMS217A Prepare dry ingredients

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to prepare dry ingredients in a smallgoods manufacturing establishment.
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Application of the Unit

Application of the unit	Operators require these skills and knowledge to prepare dry ingredients in preparation for further processing of meat and meat products.
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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. Select ingredients	1.1. Ingredients are selected by type and quality according to product specifications. 1.2. Dry ingredients are selected according to the formulation specification. 1.3. Ingredients are handled hygienically at all times to prevent contamination.
2. Weigh and batch ingredients	2.1. Scales are correctly calibrated for precise measurement. 2.2. Ingredients are placed in specific containers for weighing. 2.3. Ingredients are weighed according to daily production requirements. 2.4. Ingredients are sorted and weighed into batch quantities according to recipes and product requirements. 2.5. Spices are mixed according to recipe.
3. Record usage	3.1. Ingredients are stored in a safe and hygienic manner. 3.2. Usage of ingredients is accurately recorded to workplace requirements. 3.3. Usage of ingredients is accurately reconciled to production specifications.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- weigh ingredients to product specifications and daily production requirements
- describe procedure to record usage of ingredients
- apply **mathematical skills** appropriate to the task
- work effectively with team members as appropriate
- **explain** and demonstrate batching in accordance with food standards code
- apply relevant Occupational Health and Safety (**OH&S**), workplace and **regulatory requirements**

REQUIRED SKILLS AND KNOWLEDGE

- use relevant *communication skills*

Required knowledge

Knowledge of:

- possible effects on product and on consumer health of using incorrect ingredients
- health and hygiene factors relating to the preparation of dry ingredients
- ingredient batches
- OH&S requirements related to the preparation of dry ingredients
- relevant workplace and regulatory requirements
- various additives, spices, binders and ingredients and explain their functions in the product
- procedure for checking scale accuracy
- steps to follow a recipe correctly

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 production conditions.

Resources may include:

- real work environment
- relevant documentation such as:
 - regulatory requirements
 - workplace policies and procedures
- relevant equipment and materials.

Method of assessment

Recommended methods of assessment include:

- workplace demonstration
- observation of performance over time
- quiz.

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>Ingredients</i> may	• need to adhere to legislative requirements • and may include: • additives • binders • pre-mixes • salt • spices.
<i>Product specifications</i> will vary according to:	• customer and workplace requirements.
<i>Workplace requirements</i> may include:	• enterprise-specific procedures • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.

RANGE STATEMENT	
Mathematical skills may involve:	• accurate recording of volume, weight and quantity in standard formats or proformas • interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc • operations involving percentages, comparisons and variations • routine estimations and calculations using a range of specified formula and procedures.
Explanations may:	• be in everyday workplace language including mathematical language and some commonly used technical terms • be presented in writing using standard formats, proformas, charts and diagrams • be presented orally • include mathematical and other information from several sources.
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 • eye and facial protection • head-wear • lifting assistance • uniforms • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Regulatory requirements may include:	• Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations.
Communication skills may include	• applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace-related documentation • sharing information

RANGE STATEMENT

	• speaking clearly and directly • working with diverse individuals and groups • writing to audience needs.
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Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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