



Australian Government

Department of Education, Employment and Workplace Relations

MTMS311B Operate complex slicing and packaging machinery

Release: 1

MTMS311B Operate complex slicing and packaging machinery

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate and control slicing and packaging machinery in smallgoods manufacturing operations.
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Application of the Unit

Application of the unit	This unit is applicable to smallgoods manufacturing operations.
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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 up equipment for operation	1.1. Packaging components and consumables, materials and items to be packaged or sliced are confirmed and loaded to meet operating requirements. 1.2. Cleaning and maintenance requirements, and status, are identified and confirmed. 1.3. Machine components and related attachments are fitted and adjusted to meet operating requirements. 1.4. Pre-start checks are carried out as required by workplace requirements. 1.5. Appropriate Personal Protective Equipment (PPE) is used as provided.
2. Operate slicing and packaging machinery	2.1. Process is started and operated according to workplace procedures and product specifications. 2.2. Equipment is monitored to identify variation in operating conditions. 2.3. Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements. 2.4. Appropriate remedial action is taken to correct any faults in process or product. 2.5. Workplace housekeeping standards are met. 2.6. Daily production schedule is met. 2.7. Workplace records are maintained according to workplace recording requirements.
3. Ensure smooth operation of process	3.1. Potential dangers from hazards are identified and actions reflect the required precautions. 3.2. Equipment performance is checked and adjusted as required. 3.3. Clear and accurate oral communication is used with team members. 3.4. Team members are encouraged and supported to work as an effective team. 3.5. Safe working procedures are followed at all times.
4. Shut down the process	4.1. Appropriate shut-down procedure is identified. 4.2. Process is shut-down according to workplace procedures. 4.3. Faults and variances outside area of responsibility are reported promptly, clearly and accurately to an appropriate authority.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- demonstrate correct use of protective clothing and equipment
- apply production documentation requirements and procedures
- identify potential dangers in specific plant and equipment
- apply fault-finding, rectification and reporting procedures
- apply relevant communication and **mathematical skills**
- work effectively as an individual
- demonstrate teamwork practices and team-building techniques
- observe relevant Quality Assurance (QA) and inspection procedures and systems
- apply relevant Occupational Health and Safety (**OH&S**) and **regulatory requirements**
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- Standard Operating Procedures (SOPs)
- safe working procedures and symptoms
- materials and equipment specifications
- production documentation requirements and procedures
- relevant QA and inspection procedures and systems
- food safety and Hazard Analysis Critical Control Point (HACCP) requirements
- precautions necessary to ensure safety
- limits of authority
- optimisation of processing
- tolerances allowable in the quality system and when action should be taken
- workplace requirements for dealing with waste product
- 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 enterprise or production conditions.

Method of assessment

Recommended methods of assessment include:

- workplace demonstration
- quiz of underpinning knowledge
- workplace project
- workplace referee 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.

Guidance information for assessment

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or

EVIDENCE GUIDE

	telephone 1800 817 462.
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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.

Machine <i>set up</i> may include:	programming automatic machines to specifications.
<i>Materials</i> may include:	- ink materials for data coder - product trays - vacuum packaging film.
<i>Pre-start checks</i> must include:	- cleaning checks - machine guards - safety checks.
<i>Workplace requirements</i> may include:	- enterprise-specific requirements - OH&S requirements - QA requirements - SOPs - the ability to perform the task to production requirements - work instructions.
<i>Slicing and packaging machinery</i> may include:	- data coder - packaging machinery such as vacuum packaging machinery - rail system - slicing machines.
<i>Product</i> may include:	- bacon - boneless ham - salamis.
<i>Communication</i> may:	- be with people from a range of cultural, social and ethnic backgrounds - involve listening and understanding, speaking

RANGE STATEMENT	
	clearly and directly involve reading and interpreting workplace-related communication.
Mathematical skills may include:	collection, estimation, calculation and interpretation of deviations within cycle, internal temperature, humidity, ambient temperature, weights.
OH&S requirements may include:	- enterprise OH&S policies, procedures and programs - OH&S legal requirements - 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.
Regulatory requirements may include:	- Export Control Act - federal, state and territory regulations regarding meat processing - hygiene and sanitation requirements - relevant Australian Standards - relevant regulations.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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