



Australian Government

Department of Education, Employment and Workplace Relations

MTMSR203C Package product using automatic packing and labelling equipment

Release: 1

MTMSR203C Package product using automatic packing and labelling equipment

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to pack and label meat product to specifications using automatic packaging and labelling equipment.
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Application of the Unit

Application of the unit	This unit would be used by operators in smallgoods plants, meat wholesale enterprises, and meat retail establishments to set up the packaging unit, accurately identify products and package products to meet customer orders.
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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 packaging unit for operation	1.1. Workplace start-up procedures are implemented ensuring compliance with Occupational Health and Safety (OH&S) and hygiene requirements 1.2. Consumables are loaded to specifications 1.3. Equipment settings are selected according to packaging instructions 1.4. Faults in equipment are identified and reported either verbally or in writing according to workplace requirements .
2. Set weight controls	2.1. Weight controls are set to production requirements ensuring bagged product is check-weighed to verify machine set up 2.2. Controls are adjusted to achieve production specifications.
3. Operate packaging process	3.1. Product is packaged to workplace requirements ensuring process is operated according to OH&S, workplace and hygiene requirements, and manufacturer's specifications 3.2. Packs are checked for damage, sealed and coded to packing requirements.
4. Describe packaged product	4.1. Packaged product is measured according to workplace requirements. 4.2. Packaged product is labelled according to workplace requirements. 4.3. Product is packaged according to 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:

- assemble the packaging unit
- check safety features are in place
- check the unit to ensure cleanliness and working order
- accurately enter information in labelling equipment

REQUIRED SKILLS AND KNOWLEDGE

- set weight controls
- load product according to specifications
- operate packaging equipment to package products according to manufacturer's specifications, workplace, OH&S, hygiene and sanitation requirements
- adjust equipment settings according to packaging instructions or schedules
- complete packaging and labelling records accurately
- package product to customer specifications
- identify and report faults in equipment
- apply relevant **communication** and **mathematical skills**
- work effectively as an individual and as part of a team
- apply relevant **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
- use estimation and manual scales to check-weight product

Required knowledge

Knowledge of:

- methods of recording production
- regulatory requirements related to packaging
- features of the packaging unit - parts, safety features, start-up and shut-down procedures, possible faults and adjustments
- production schedule for automatic packaging and labelling equipment
- relevant 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 under conditions similar to the speed of production and within the parameters of the role and responsibilities.

Context of, and specific resources for assessment

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

Resources may include:

- automatic packaging labelling equipment compliant with OH&S requirements
- manufacturer's instructions
- packaging materials, workplace procedures, product specifications
- workplace environment.

Method of assessment

Recommended methods of assessment are:

- quiz of underpinning knowledge
- workplace demonstration of competency for the assessor
- 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, 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.

Packaging units may include:

- automatic packaging and labelling equipment
- manual packaging and labelling
- vacuum packaging units.

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.

Equipment materials used in wrapping or over wrapping may

- clear plastic containers
- manual wrapping machine

RANGE STATEMENT	
include:	• plastic wrap • polystyrene trays • wrapping machine (automatic).
Packaging may include:	• boxes • cartons.
Workplace requirements 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.
Product may include:	• enterprise product range • satays • stir-fry mixes.
Communication skills may include:	• applying mathematical skills to workplace requirements • listening and understanding • speaking clearly and directly • reading and interpreting workplace-related documentation • working with diverse individuals and groups.
Mathematical skills and tasks relate to own work and work area problem-solving.	
Regulatory requirements may include:	• Export Control Act • 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 • state 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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