

MTMCOR401B Manage own work performance

Unit descriptor	This unit covers the skills and knowledge required for personnel in leadership positions to assume responsibility for their own work and performance, and provide role models for others. This unit covers the competencies to set work goals and plans, manage and improve own work performance and provide an example to other members of the work team/area.
Employability Skills	The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements.
Pre-requisite unit	MTMMP5C Communicate in the workplace
Application of the unit	This unit is applicable to those in leadership positions in meat processing, smallgoods and retailing operations who have responsibility for setting and achieving operational and administrative goals.

ELEMENT

Elements describe the essential outcomes of a Unit of Competency.

PERFORMANCE CRITERIA

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

1	Set and achieve personal goals	1.1	Personal performance standards reflect pride in achievement, commitment to customer service and enterprise requirements.
		1.2	Personal goals reflect roles and responsibilities within the organisation.
		1.3	Opportunities to extend personal performance and goals are identified and used.
		1.4	Personal qualities and workplace relationships provide a role model to others.
		1.5	Personal performance is consistent over changes in workplace conditions and contexts.
2	Establish and achieve personal work priorities	2.1	Responsibilities, duties and tasks are prioritised to achieve personal, team and organisational goals.

	2.2	Workplans and schedules are developed and followed to achieve personal and enterprise targets.	
	2.3	Technology is used efficiently and effectively to manage work priorities and commitments.	
	2.4	Strategies for minimising and managing stress are implemented.	
3	Maintain and update professional skills and knowledge	3.1	Personal skill and knowledge is assessed against position/job description, competency standards and personal goals to identify areas and priorities for development.
		3.2	Feedback from clients, customers and colleagues is used to improve competence.
		3.3	Opportunities for professional development are identified and utilised.
4	Review own work performance	4.1	Personal performance is analysed.
		4.2	Personal goals are reviewed in the light of changing industry directions and enterprise goals and personal performance.
		4.3	New skills and knowledge are identified to maintain professional excellence and competitive edge.
		4.4	Strategies for achieving personal goals are prepared.

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge required for this unit. Where bold italicised text is used, further information is detailed in the Range Statement.

- Demonstrate use of judgement, experience and knowledge of enterprise deadlines and targets.
- Describe the characteristics required of an effective leader in the meat industry.
- Develop strategies for minimising and managing stress.
- Document professional development and training achievements.
- Identify and apply relevant **OH&S, regulatory** and **workplace requirements**.
- Identify enterprise goals, directions and ethical standards and values.
- Identify how personal goals contribute to the achievement of enterprise goals.
- Identify own role in achieving organisation's goals.
- Identify personal career path and opportunities.
- Identify potential career paths available in the industry.
- Keep up-to-date with enterprise procedures and processes.
- Make decisions within own responsibility and accountability.
- Manage time effectively.

- Participate in internal and external networks to develop own knowledge, skills and competence.
- Plan and sequence tasks and activities.
- Respond to others openly and fairly.
- Review own strengths, weaknesses and level of competence and identify areas for improvement.
- Seek and accept constructive feedback on own performance.
- Use relevant *communication skills*
- Utilise a range of information and communication technologies to organise and complete tasks on schedule.

RANGE STATEMENT

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments within the meat industry and situations that may affect performance. This includes any 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. Bold italicised wording in the Elements and Performance Criteria, and Required Skills and Knowledge, is detailed below.

Technology may include information and communication technologies including diaries or organisers, computerised equipment, personal computers, online services, telephone, fax, automatic and semi-automatic machinery, robotic equipment.

Feedback from customers and colleagues may be formal and informal, and include performance appraisals.

Professional development opportunities may include participation in industry networks, conferences and seminars, membership of industry and professional associations, structured training, mentoring, rotation, action learning, and use of competency standards, professional and technical journals, articles and magazines.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- hygiene and sanitation requirements
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coat and apron
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh apron
 - 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, codes of practice etc.
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Regulatory requirements may include:

- animal welfare
 - Australian Standards pertaining to the meat industry
 - commercial law including fair trading, trade practices
 - consumer law
 - corporate law, including registration, licensing, financial reporting
 - environmental and waste management
 - equal opportunity, anti-discrimination and sexual harassment
 - export
 - Export Control Act
 - food safety
 - food standards
 - hygiene and sanitation requirements
 - industrial awards, agreements
 - OH&S
 - relevant regulations
 - requirements set out in AS 4696:2002 Australian Standard for Hygienic Production of Meat for Human Consumption
 - state regulations regarding meat processing
 - taxation
 - traineeships.
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Workplace requirements may include:

- enterprise ethical standards, values and obligations
 - enterprise-specific procedures, policies and plans
 - Standard Operating Procedures
 - work instructions.
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Communication skills may include:

- applying numeracy skills to workplace requirements
 - being appropriately assertive
 - empathising
 - establishing/using networks
 - interpreting the needs of internal/external customers
 - listening and understanding
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- negotiating responsively
 - persuading effectively
 - reading and interpreting workplace-related documentation
 - sharing information
 - speaking clearly and directly
 - working with diverse individuals and groups
 - writing to audience needs
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EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Overview of assessment	<p>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.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>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.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Competency must be demonstrated in the workplace and supported by a referee's report.
Context of and specific resources for assessment	Assessment must demonstrate actual management of a work load at an appropriate level.
Method of assessment	<p>Recommended methods of assessment are:</p> <ul style="list-style-type: none">• assignment• quiz of underpinning knowledge• simulation• verified work log or diary• workplace demonstration of competency for the assessor

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

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.

Guidance information for
assessment

Resource materials available from MINTRAC, telephone
1800 817 462.
