

MTMMP72C Facilitate hygiene and sanitation performance

Unit descriptor	This unit covers the skills and knowledge required to monitor the hygiene and sanitation performance of a plant.
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	MTMMP2C Apply hygiene and sanitation practices.
Application of the unit	This unit is applicable to supervisors or those with responsibilities overseeing hygiene and sanitation in meat processing establishments such as Quality Assurance (QA) officers and meat safety officers. It is applicable to meat processing, wholesaling, smallgoods and retailing operations.

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 Interpret statutory and workplace requirements relating to <i>hygiene and sanitation</i>	1.1	Hygiene and sanitation, statutory and workplace requirements are explained to other workers to assist their workplace performance.
	1.2	Employer and employee rights, responsibilities and obligations are implemented in achieving hygiene and sanitation compliance.
2 Monitor hygiene and sanitation performance	2.1	Hygiene and sanitation are monitored to workplace and <i>statutory requirements</i> to verify compliance.
	2.2	Situations requiring action to improve hygiene and sanitation compliance are reported as part of the continuous improvement process.
	2.3	Results of process and product monitoring are evaluated for their impact on hygiene and sanitation.
3 Respond to hygiene and sanitation problems	3.1	Hygiene and sanitation issues are investigated according to established processes and procedures to achieve resolution of the problem under examination.

		3.2	Recommended action arising from the investigation is followed up and reported to ensure reinforcement and <i>documentation</i> of the outcomes.
4	Evaluate results of microbiological testing	4.1	Results of microbiological testing are analysed in terms of <i>regulatory</i> and <i>workplace requirements</i> .
		4.2	Corrective action is taken in response to microbiological results when required by workplace and regulatory requirements.

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.

- Define the problem to be investigated.
- Demonstrate understanding and application of HACCP systems.
- Describe the regulatory and commercial implications of inadequate control of hygiene and sanitation.
- Evaluate the problem.
- Explain and monitor workplace hygiene and sanitation policies, practices and procedures.
- Explain company processes and procedures to conduct a hygiene and sanitation investigation.
- Explain employer and employee rights, responsibilities and obligations regarding hygiene and sanitation.
- Explain the purpose of hygiene and sanitation monitoring.
- Explain the statutory requirements related to the site at which the person is employed.
- Follow up post-investigation issues.
- Identify action required to strengthen hygiene and sanitation compliance.
- Identify and apply ***OH&S requirements***.
- Implement the monitoring procedures.
- Plan approach to the investigation.
- Report monitoring outcomes.
- ***Report*** outcomes of the investigation.
- Use techniques for individual and team resolution of the problem.
- Use relevant ***communication skills***.

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 italics wording in the Elements and Performance Criteria, and Required Skills and Knowledge, is detailed below.

Hygiene and sanitation requirements may include:

- relevant government regulations
- workplace requirements.

Statutory requirements may include relevant hygiene and sanitation, environmental and food safety legislation, and workplace policy, practices and procedures.

Documentation may typically include status reports and technical manuals.

Regulatory requirements may include:

- Export Control Act
- hygiene and sanitation requirements
- relevant Australian Standards
- relevant regulations
- requirements set out in AS 4696:2002 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- state regulations regarding meat processing

Workplace requirements may include:

- enterprise-specific procedures
- OH&S requirements
- QA requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- 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.

Reporting will be according to statutory and workplace requirements and may be in manual

and/or electronic systems.

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
 - 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

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 is demonstrated when taking an appropriate level of responsibility for the implementation of hygiene and sanitation SOPs.

Context of and specific

Assessment should involve analysis of real or dummy data for

resources for assessment	a meat processing operation.
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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. <p>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.</p>
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Guidance information for assessment	Resource materials available from MINTRAC, telephone 1800 817 462.
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