

MTMPS5610B Manage transportation of meat, meat products and meat by-products

Unit descriptor This unit covers the skills and knowledge required to schedule and monitor the hygienic, safe and secure transportation of meat, meat products and meat by-products, for domestic or international markets. The efficient transportation of meat, meat products and meat by-products results in the satisfaction of customer requirements.

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.

Application of the unit This unit is of use to livestock buyers and coordinators, transport managers and finance managers operating in a meat *industry context*.

At this level individuals exercise considerable responsibility and accountability within enterprise structures and are required to make primary contributions to the values, goals and operations of the enterprise. They will typically have responsibility for the establishment and review of systems for the site or department. They may work with the assistance of external experts to develop plans and strategies.

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.

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| 1 | Implement requirements for the transport of <i>meat, meat products and meat by-products</i> | 1.1 | Regulatory, customer and enterprise requirements for the hygienic, safe and timely transportation of meat and meat products are identified and followed. |
| | | 1.2 | Resource requirements are assessed and allocated. |
| 2 | Establish <i>transport</i> policies and procedures | 2.1 | Systems and procedures for the operation of meat transport vehicles for the hygienic and safe transport of meat, meat products and meat by-products are developed. |
| | | 2.2 | Security procedures and systems are developed. |

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| | 2.3 | Reporting and recording procedures are established and maintained. |
| | 2.4 | Supplier quality requirements and standards are developed and monitored. |
| | 2.5 | Personnel, including contractors, are informed and mentored in the performance of their obligations and responsibilities, including OH&S. |
| 3 | Manage transport logistics | <p>3.1 Transport options are analysed and selected.</p> <p>3.2 Contracts and schedules are prepared and negotiated according to customer and production requirements.</p> <p>3.3 Documentation is completed according to enterprise, customer and regulatory requirements.</p> <p>3.4 Transport vehicles are maintained to ensure the hygienic transportation of meat.</p> <p>3.5 Enterprise storage facilities are operated according to enterprise and regulatory requirements.</p> <p>3.6 Consignments are tracked and monitored.</p> |
| 4 | Determine and manage transport costs | <p>4.1 Cost of storage and transport is calculated.</p> <p>4.2 Transport budget is prepared and monitored.</p> <p>4.3 Procedures for cost savings are reviewed.</p> |
| 5 | Manage contingencies | <p>5.1 Contingency plans are developed according to enterprise requirements.</p> <p>5.2 Changing circumstances are analysed, and responses are prioritised and clarified.</p> <p>5.3 Impacts of changed schedules are communicated to all relevant parties.</p> |
| 6 | Review transport of meat, meat products and meat by-products to improve customer service | <p>6.1 Resources, procedures and schedules are monitored and reviewed for effectiveness and efficiency.</p> <p>6.2 Customer feedback and requirements are included in review of transport procedures and schedules.</p> <p>6.3 Team is involved in continuous improvement processes.</p> |
| 7 | Establish effective communication with customers | <p>7.1 Customer requirements are determined.</p> <p>7.2 Customer complaints are resolved promptly.</p> |

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| | 7.3 | Communication strategies are inclusive of the cultural, ethnic and social diversity of individuals and groups. |
| 8 | Produce <i>reports</i> | 8.1 Reports are produced according to legal and enterprise 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.

- Analyse throughput, production, storage requirements, meat safety, product specifications, customer requirements, orders and the purchasing or scheduling of appropriate transport services.
- Apply *problem-solving skills* to resolve transportation issues.
- Communicate effectively with regulatory authorities and *stakeholders*.
- Demonstrate ability to maintain currency of knowledge through independent research or personal development.
- Develop supplier quality criteria including audit requirements for the purchase of transport services.
- Establish systems for the completion and certification of product transport documentation.
- Explain food safety requirements for meat and meat product transport vehicles.
- Explain *regulatory* and *workplace requirements* relating to the transportation of meat, meat products and meat by-products.
- Explain the potential impact and costs of inappropriate transportation of meat, meat products and meat by-products, including public liability and loss of custom.
- Identify and analyse transportation options; develop procedures to inform enterprise personnel, customers and contractors of changes in schedules.
- Identify and apply relevant *mathematical skills*.
- Identify and apply relevant *OH&S requirements*.
- Identify public and OH&S obligations relating to the transport of meat, meat products and meat by-products.
- Outline the requirements for maintaining product quality during transportation.
- Present reports according to legal and enterprise requirements.
- Take action to improve own work practice as a result of feedback from others, self-evaluation, or in response to changed work practices or requirements or technologies.
- Use available communication and information technology *systems* to monitor transport purchase, schedule and track consignments, collect and analyse performance information.
- Work effectively as an individual and as a team member.

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.

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- Industry context*** includes:
- cost centres or departments operating semi-autonomously within guidelines of the parent enterprise or company, eg retail meat departments, boning rooms, food service and meat retail
 - domestic and export establishments
 - medium and large enterprises.
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- Meat, meat products and meat by-products*** may include:
- carcase and carton meat
 - fresh, frozen, further processed and rendered products
 - noxious products
 - smallgoods
 - treated and untreated hides
 - value added products.
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Transport may be intra state, interstate or international and be by road, rail sea or air.

- Analysing and selecting ***transport options*** includes:
- unit cost size and availability
 - customer requirements
 - product requirements and characteristics
 - route
 - speed.
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- Contracts and schedules*** may be developed for enterprise owned vehicles or contracted vehicles including:
- air transport
 - rail or container
 - road transport
 - sea or container transport.
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- Communication*** may:
- be formal or informal and involve face-to-face and technological or electronic methods
 - be with culturally, ethnically and socially diverse individuals and groups
 - involve preparation of reports which may be complex, contain information from a range of technical sources and include mathematical and graphic information and data
 - involve reading and interpreting workplace-related documentation
 - occur in a variety of sensitive, conflictive, collaborative and supportive environments
 - require analysis and presentation of complex concepts, technical information, mathematical information and
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other data in simple or complex formats

- require persuasion, negotiation and assertiveness skills.
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Reports may be complex, contain information from a range of technical sources and include mathematical and graphic information and data.

Problem-solving skills may include:

- applying a range of strategies
 - developing practical and creative solutions
 - resolving workplace and customer concerns
 - showing independence and initiative
 - solving problems individually or in teams
 - testing assumptions and taking context into account
 - using mathematical skills to resolve problems.
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Stakeholders may include:

- company owners, directors, shareholders, financiers
 - competitors
 - management and employees
 - suppliers, customers, consumers
 - unions and employer associations.
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Regulatory requirements may include:

- animal welfare
 - AS 4696:2002 ‘Australian Standard for the Hygienic Production and Transportation of Meat and Meat Products for Human Consumption’
 - commercial law including fair trading, trade practices
 - consumer law
 - corporate law, including registration, licensing, financial reporting
 - environmental and waste management, sustainable work practices
 - equal opportunity, anti-discrimination and sexual harassment
 - Export Control Act
 - HB 40.1-2001 The Australian Refrigeration and Air-Conditioning Code of Good Practice – Reduction of Emissions of Fluorocarbon Refrigerants in Commercial and Industrial Refrigeration and Air-Conditioning Applications
 - industrial awards, agreements
 - relevant regulations
 - state and federal transport regulations
 - state regulations regarding meat processing
 - taxation.
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- Workplace requirements** may include:
- enterprise-specific requirements
 - OH&S requirements
 - Quality Assurance requirements
 - Standard Operating Procedures
 - the ability to perform the task to production requirements
 - work instructions.
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Mathematical skills may relate to complex actual and hypothetical, technical and financial modelling, calculations, interpretation and analysis. Mathematical information may be complex and relate to product and product quality, financial operations, personnel, operations, sales and turnover, exports, etc.

- 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
 - 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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- Systems** for the tracking and trace back of consignment may be manual or electronic and include:
- communication systems
 - computerised tracking systems
 - consignment, despatch and delivery documentation
 - export documentation
 - log books
 - product certification.
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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.

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| 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 | <p>Competency must be demonstrated through sustained performance over time, at an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise.</p> |
| Context of and specific resources for assessment | <p>Resources may include:</p> <ul style="list-style-type: none"> • a real work environment • relevant documentation such as: <ul style="list-style-type: none"> — customer requirements or orders — manufacturer’s instructions and operations manuals — production and chilling schedules — regulatory requirements — workplace policy and procedures • relevant equipment and materials. |
| Method of assessment | <p>Recommended methods of assessment are:</p> <ul style="list-style-type: none"> • a third party referee report of sustained performance at appropriate level of authority and responsibility • assignment focusing on understanding and application of principles and theory to workplace operations • workplace projects which focus on company environment and conditions. <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> |
| Guidance information for assessment | <p>Resource materials available from MINTRAC, telephone 1800 817 462.</p> |

Meat and Livestock Australia (www.mla.com.au):

- *Safe Beef Carcase – Export Chilling Procedures* (1996)
PPI 145.
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