**Victorian Purchasing Guide**

**for**

**MTM11 Australian Meat Industry Training Package Version No 3.1**

**February 2013**

Description: 88x31

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Victorian Purchasing Guide ⎯ Version History

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| --- | --- | --- |
| MTM11 Australian Meat Industry Training Package Version 3 | Date VPG Approved | Comments |
| MTM11 Australian Meat Industry Training Package Version 3.1 | 19/2/2013 | Version 3.1 of MTM11 includes the following ISC upgrades:   * MTM20111 Certificate II in Meat Processing (Abattoirs): added imported elective unit AHCLSK205A Handle livestock using basic techniques. * MTM30311 Certificate III in Meat Processing (Meat Safety): added elective unit MTMP3004A Assess effective stunning and bleeding. * MTM30511 Certificate III in Meat Processing (Slaughtering): added elective unit MTMP3046A Prepare and present viscera for inspection. * MTMCOR203A Apply Quality Assurance procedures. Code and name changed to MTMCOR203B Comply with Quality Assurance and HACCP requirements. * MTMP2014C Remove head: Minor changes to performance criteria and required knowledge to make compliance with SRM (Specified Risk Management) requirements explicit. * MTMP2057B Remove spinal cord: Minor changes to performance criteria and required knowledge to make compliance with SRM (Specified Risk Management) requirements explicit.   For further information, please refer to the Modification History (pages 14 -16) of the Training Package. |
| MTM11 Australian Meat Industry Training Package Version 3 | 3/12/2012 | Version 3 of MTM11 includes the addition of seventeen (17) new Units of Competency:   * MTMP3005A Monitor the effective operations of electrical stimulation * MTMP3108A Overview of the NLIS for sheep and goats * MTMP3109A Overview of the NLIS program utilising RFIDs * MTMP3110A Manage NLIS data for livestock in lairage * MTMP3111A Manage NLIS data for sheep and goats in lairage * MTMP3112A Manage NLIS for direct purchase of stock identified with an RFID * MTMP3113A Manage NLIS for direct purchase of sheep or goats * MTMP3114A Manage NLIS data for saleyard purchase of livestock * MTMP3115A Manage NLIS data for saleyard purchase of sheep or goats * MTMP3116A Manage, report and upload NLIS slaughter data from RFIDs * MTMP3117A Manage, report and upload mob based NLIS data for sheep and goats * MTMP3118A Conduct start up procedures and pre-operational checks on slaughter floor NLIS data equipment * MTMP3119A Manage NLIS data from RFIDs on the slaughter floor * MTMP3120A Prepare a kill sheet * MTMP3121A Undertake pre-slaughter checks of NVDs and PICs for NLIS for sheep and goats * MTMP3122A Undertake pre-slaughter checks of NVDs, PICs and RFI * MTMPSR415A Develop and implement work instructions and SOPs   Elective units MTMP3005A to MTMP3122A (16 in total) - have been added to qualification: MTM30611 Certificate III in Meat Processing (General)  Elective unit MTMPSR415A – Develop and implement work instructions and SOPs – has been added to the following qualifications:   * MTM40111 Certificate IV in Meat Processing (Leadership) * MTM40211 Certificate IV in Meat Processing (Meat Safety) * MTM40311 Certificate IV in Meat Processing (Quality Assurance) * MTM40411 Certificate IV in Meat Processing (General)   One revised unit:   * MTMS219A Manually link and tie product (Formerly MTMS212B) Pre-requisite was removed.   For further information, please refer to the Modification History (pages  14 -16) of the Training Package. |
| MTM11 Australian Meat Industry Training Package Version 2 | 26/07/2012 | Addition of new unit: MTMP3004A - Assess effective stunning and bleeding  Following unit titles changed and recoded to reflect industry nomenclature:  MTMP3001D – Stun animal.  MTMP3039D – Eviscerate wild game field shot carcase.  MTMP411B – Inspect wild game meat. |
| MTM11 Australian Meat Industry Training Package Version 1. | 26/10/2011 | This Victorian Purchasing Guide reflects the initial release of MTM11 Australian Meat Industry Training Package. |

**MTM11 Australian Meat Industry** **Training Package   
Victorian Purchasing Guide (Version 3.1)**

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INTRODUCTION

What is a Victorian Purchasing Guide?

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

* The nominal hour range (minimum-maximum) available for each qualification.
* Nominal hours for each unit of competency within the Training Package.
* Sample Training Programs

Registration

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and statements of attainment under the Australian Quality Framework (AQF).

The VRQA is the regulatory authority for Victoria that registers VET training organisations who provide courses to domestic students only and who only offer training in Victoria.

To register to provide training to international students and in other Australian states and territories you will need to apply with ASQA.

QUALIFICATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Title** | **Qualification Nominal Hour Range** | |
|  |  | **Minimum** | **Maximum** |
| MTM10111 | Certificate I in Meat Processing (Smallgoods) | 258 | 280 |
| MTM10211 | Certificate I in Meat Processing  (Meat Retailing) | 323 | 363 |
| MTM20111 | Certificate II in Meat Processing (Abattoirs) | 400 | 420 |
| MTM20211 | Certificate II in Meat Processing (Smallgoods) | 383 | 710 |
| MTM20311 | Certificate II in Meat Processing  (Meat Retailing) | 493 | 663 |
| MTM20411 | Certificate II in Meat Processing  (Food Services) | 280 | 660 |
| MTM30111 | Certificate III in Meat Processing (Boning Room) | 540 | 590 |
| MTM30211 | Certificate III in Meat Processing  (Food Services) | 260 | 680 |
| MTM30311 | Certificate III in Meat Processing (Meat Safety) | 540 | 610 |
| MTM30411 | Certificate III in Meat Processing (Rendering) | 500 | 510 |
| MTM30511 | Certificate III in Meat Processing (Slaughtering) | 540 | 660 |
| MTM30611 | Certificate III in Meat Processing (General) | 480 | 660 |
| MTM30811 | Certificate III in Meat Processing  (Retail Butcher) | 863 | 1033 |
| MTM30911 | Certificate III in Meat Processing  (Smallgoods - General) | 523 | 1190 |
| MTM31011 | Certificate III in Meat Processing  (Smallgoods - Manufacture) | 618 | 1255 |
| MTM40111 | Certificate IV in Meat Processing (Leadership) | 540 | 700 |
| MTM40211 | Certificate IV in Meat Processing (Meat Safety) | 880 | 1210 |
| MTM40311 | Certificate IV in Meat Processing  (Quality Assurance) | 360 | 610 |
| MTM40411 | Certificate IV in Meat Processing (General) | 455 | 860 |
| MTM50111 | Diploma of Meat Processing | 530 | 700 |
| MTM50211 | Diploma of Meat Processing (Meat Retailing) | 405 | 670 |
| MTM60111 | Advanced Diploma of Meat Processing | 545 | 1040 |
| MTM70111 | Vocational Graduate Certificate in Agribusiness | 250 | 440 |
| MTM80111 | Vocational Graduate Diploma of Agribusiness | 610 | 870 |

UNITS OF COMPETENCY AND NOMINAL HOURS

RTOs are advised that there is a mapping inside the Training Package that describes the relationship between new units and superseded or replaced units from the previous version of **MTM11 Australian Meat Industry Training Package**. Information regarding transition arrangements can be obtained from the state or national VET Regulating Authority (see Contacts and Links section).

You must be sure that all training and assessment leading to qualifications or Statements of Attainment from the Training Package is conducted against the Training Package units of competency and complies with the requirements in the assessment guidelines.

Listing of the Units of Competency and Nominal Hours

| Unit Code | Unit Title | Nominal Hours |
| --- | --- | --- |
| **MTMBUS Series** | | |
| MTMBUS701A | Manage financial performance | 100 |
| MTMBUS702A | Provide strategic leadership | 100 |
| MTMBUS703A | Communicate and negotiate in a culturally diverse context | 100 |
| MTMBUS704A | Develop and enhance collaborative partnerships and relationships | 100 |
| MTMBUS705A | Develop and manage international business operations | 100 |
| MTMBUS706A | Commercialise research and technology product/idea | 100 |
| MTMBUS801A | Manage change to organisational electronic technology systems | 100 |
| MTMBUS802A | Undertake research project | 100 |
| MTMBUS803A | Analyse data for business decision making | 100 |
| **MTMCOR series** | | |
| MTMCOR201A | Maintain personal equipment | 20 |
| MTMCOR202A | Apply hygiene and sanitation practices | 40 |
| MTMCOR203B | Comply with Quality Assurance and HACCP requirements. | 40 |
| MTMCOR204A | Follow safe work policies and procedures | 40 |
| MTMCOR205A | Communicate in the workplace | 40 |
| MTMCOR206A | Overview the meat industry | 20 |
| MTMCOR401C | Manage own work performance | 20 |
| MTMCOR402C | Facilitate Quality Assurance process | 30 |
| MTMCOR403A | Participate in OHS risk control process | 30 |
| MTMCOR404A | Facilitate hygiene and sanitation performance | 30 |
| **MTMG300 series** | | |
| MTMG300A | Overview wild game meat industry | 20 |
| MTMG301A | Operate a game harvesting vehicle | 30 |
| MTMG302A | Eviscerate, inspect and tag wild game carcase in the field | 30 |
| MTMG303A | Receive and inspect wild game carcases from the field | 30 |
| MTMG304A | Receive and inspect wild game carcases at a processing plant | 30 |
| MTMG305A | Store wild game carcase | 30 |
| MTMG306A | Use firearms to harvest wild game | 30 |

| Unit Code | Unit Title | Nominal Hours |
| --- | --- | --- |
| **MTMP2000 series** | | |
| MTMP2002C | Prepare animals for slaughter | 40 |
| MTMP2004B | Feed race | 10 |
| MTMP2005B | Restrain animal | 10 |
| MTMP2006B | Apply animal welfare and handling requirements | 40 |
| MTMP2007B | Perform emergency kill | 20 |
| MTMP2008A | Assess, purchase and transport calves | 40 |
| MTMP2009B | Unload livestock | 10 |
| MTMP2011C | Identify animals using electronic systems | 20 |
| MTMP2012C | Shackle animal | 20 |
| MTMP2013C | Operate electrical stimulator | 10 |
| MTMP2014C | Remove head | 10 |
| MTMP2015C | Cut hocks | 10 |
| MTMP2016C | Mark brisket | 10 |
| MTMP2018C | Complete changeover operation | 10 |
| MTMP2020C | Trim pig pre-evisceration | 40 |
| MTMP2021C | Number carcase and head | 10 |
| MTMP2022C | Punch pelts | 20 |
| MTMP2023C | Remove brisket wool | 10 |
| MTMP2024C | Prepare hide/pelt for removal | 20 |
| MTMP2025B | Bag tail | 10 |
| MTMP2026B | Remove and record tag | 10 |
| MTMP2027B | Seal/drain urinary tract | 10 |
| MTMP2028B | Singe carcase | 10 |
| MTMP2029B | Shave carcase | 10 |
| MTMP2030B | Flush carcase | 20 |
| MTMP2031C | Operate scalding/de-hairing equipment | 40 |
| MTMP2032C | Operate whizzard knife | 20 |
| MTMP2033C | Operate rise and fall platform | 10 |
| MTMP2034C | Operate vacuum blood collection process | 20 |
| MTMP2035C | Operate nose roller | 20 |
| MTMP2036C | Operate pneumatic cutter | 10 |
| MTMP2037C | Operate circular saw | 10 |
| MTMP2038C | Prepare carcase and equipment for hide/pelt puller | 10 |
| MTMP2039C | Operate tenderiser | 10 |
| MTMP2040C | Operate mincer | 20 |
| MTMP2042C | Operate new technology or process | 20 |
| MTMP2043C | Operate sterivac equipment | 20 |
| MTMP2044B | De-rind meat cuts | 20 |
| MTMP2045B | De-nude meat cuts | 20 |
| MTMP2046B | Operate rib puller | 10 |
| MTMP2047B | Operate frenching machine | 10 |
| MTMP2048B | Operate cubing machine | 10 |
| MTMP2049B | Cure and corn product in a meat processing plant | 20 |
| MTMP2050B | Operate head splitter | 10 |
| MTMP2051C | Trim neck | 20 |
| MTMP2052C | Trim forequarter to specification | 20 |
| MTMP2053C | Trim hindquarter to specification | 20 |
| MTMP2054C | Inspect hindquarter and remove contamination | 20 |
| MTMP2055C | Inspect forequarter and remove contamination | 20 |
| MTMP2057B | Remove spinal cord | 30 |
| MTMP2058B | Operate jaw breaker | 10 |
| MTMP2061C | Grade carcase | 80 |
| MTMP2062C | Weigh carcase | 20 |
| MTMP2063C | Operate semi-automatic tagging machine | 40 |
| MTMP2064C | Measure fat | 20 |
| MTMP2065C | Label and stamp carcase | 20 |
| MTMP2066C | Wash carcase | 10 |
| MTMP2067B | Operate a decontamination unit | 10 |
| MTMP2068B | Remove tenderloin | 20 |
| MTMP2071C | Inspect meat for defects | 40 |
| MTMP2072C | Assemble and prepare cartons | 20 |
| MTMP2074C | Identify cuts and specifications | 60 |
| MTMP2075C | Pack meat products | 60 |
| MTMP2081C | Operate carton sealing machine | 20 |
| MTMP2082C | Operate carton scales | 20 |
| MTMP2083C | Operate strapping machine | 20 |
| MTMP2084C | Operate carton forming machine | 20 |
| MTMP2085C | Operate automatic CL determination machine | 20 |
| MTMP2086B | Operate bag forming equipment | 10 |
| MTMP2091C | Assess dentition | 10 |
| MTMP2092C | Drop tongue | 10 |
| MTMP2093C | Wash head | 10 |
| MTMP2094C | Bone head | 40 |
| MTMP2095C | Remove cheek meat | 20 |
| MTMP2096C | Bar head and remove cheek meat | 20 |
| **MTMP 2100 series** | | |
| MTMP2102C | Process thick skirts | 10 |
| MTMP2115C | Process thin skirts | 10 |
| MTMP2116B | Process offal | 60 |
| MTMP2117B | Process runners | 60 |
| MTMP2118B | Overview offal processing | 20 |
| MTMP2121C | Prepare and trim honeycomb | 30 |
| MTMP2122C | Recover mountain chain | 30 |
| MTMP2123C | Further process tripe | 30 |
| MTMP2124C | Trim processed tripe | 20 |
| MTMP2125C | Process small stock tripe | 20 |
| MTMP2126C | Process bibles | 20 |
| MTMP2127B | Process maws | 20 |
| MTMP2131C | Prepare and despatch meat product orders | 80 |
| MTMP2132C | Loadout meat product | 40 |
| MTMP2133C | Store carcase product | 20 |
| MTMP2134C | Store carton product | 20 |
| MTMP2135C | Locate storage areas and product | 20 |
| MTMP2136C | Complete re-pack operation | 40 |
| MTMP2137B | Bag carcase | 10 |
| MTMP2141C | Overview offal processing on the slaughter floor | 20 |
| MTMP2143C | Separate offal | 20 |
| MTMP2144C | Trim offal fat | 10 |
| MTMP2145C | Separate and tie runners | 10 |
| MTMP2147C | Recover thin skirts | 20 |
| MTMP2148B | Remove thick skirts | 10 |
| MTMP2149B | Remove flares | 10 |
| MTMP2150B | Recover offal | 40 |
| MTMP2151C | Overview hide/pelt/skin processing | 20 |
| MTMP2152C | Trim hide or skin | 40 |
| MTMP2153C | Salt hide or skin | 40 |
| MTMP2154C | Grade hide or skin | 60 |
| MTMP2155C | Despatch hide or skin | 40 |
| MTMP2156B | Treat hides chemically | 20 |
| MTMP2157B | Chill/ice hides | 20 |
| MTMP2158B | Crop pelts | 20 |
| MTMP2161C | Overview fellmongering operations | 20 |
| MTMP2162C | Chemically treat skins for fellmongering process | 20 |
| MTMP2163C | Prepare chemicals for fellmongering process | 30 |
| MTMP2164C | Operate wool drier and press | 30 |
| MTMP2165C | Perform sweating operation on fellmongered skins | 30 |
| MTMP2166C | Perform skin fleshing operation | 30 |
| MTMP2167C | Skirt and weigh fellmongered wool | 20 |
| MTMP2168B | Operate wool puller | 30 |
| MTMP2171C | Dispose of condemned carcase | 10 |
| MTMP2172C | Skin condemned carcase | 40 |
| MTMP2173C | Eviscerate condemned carcase | 20 |
| MTMP2175C | Process paunch | 40 |
| MTMP2176C | Process slink by-products | 100 |
| MTMP2177C | Process pet meat | 40 |
| MTMP2178B | Skin slinks | 20 |
| MTMP2179B | Process blood | 20 |
| MTMP2181C | Overview rendering process | 20 |
| MTMP2182C | Operate hogger | 40 |
| MTMP2183C | Operate blow line | 40 |
| MTMP2184C | Operate meat meal mill | 40 |
| MTMP2185C | Operate waste recovery systems | 30 |
| MTMP2186C | Pack and despatch rendered products | 40 |
| MTMP2187C | Break down and bone carcase for pet meat or rendering | 40 |
| MTMP2188C | Operate air filtration system | 40 |
| MTMP2192B | Clean carcase hanging equipment | 40 |
| MTMP2193B | Clean amenities and grounds | 20 |
| MTMP2196C | Overview cleaning program | 20 |
| MTMP2197C | Clean after operations – boning room | 40 |
| MTMP2198C | Clean after operations – slaughter floor | 40 |
| **MTMP 2200 series** | | |
| MTMP2201C | Transport food | 40 |
| **MTMP 3000 series** | | |
| MTMP3001D | Stun animal | 40 |
| MTMP3002C | Stick and bleed animal | 40 |
| MTMP3003A | Handle animals humanely while conducting ante-mortem inspection | 20 |
| MTMP3004A | Assess effective stunning and bleeding | 20 |
| MTMP3005A | Monitor the effective operations of electrical stimulation | 20 |
| MTMP3006C | Rod weasand | 20 |
| MTMP3007C | Seal weasand | 10 |
| MTMP3008C | Ring bung | 40 |
| MTMP3009C | Seal bung | 20 |
| MTMP3010A | Split carcase | 40 |
| MTMP3011C | Overview legging operation | 10 |
| MTMP3012C | Make first leg opening cuts | 40 |
| MTMP3013C | Make second leg opening cuts | 30 |
| MTMP3014C | Perform legging on small stock | 40 |
| MTMP3015A | Bone neck | 30 |
| MTMP3016B | Perform ‘Y’ cut | 20 |
| MTMP3017A | Skin head | 40 |
| MTMP3021C | Explain opening cuts | 10 |
| MTMP3022C | Perform flanking cuts | 60 |
| MTMP3023C | Perform brisket cuts | 40 |
| MTMP3024C | Perform rumping cuts | 40 |
| MTMP3025C | Perform rosette cuts | 40 |
| MTMP3026C | Perform midline cuts | 40 |
| MTMP3031C | Scald and de-hair carcase | 40 |
| MTMP3032C | Operate pelt puller | 40 |
| MTMP3033C | Operate hide puller | 60 |
| MTMP3034C | Remove pelt manually | 60 |
| MTMP3036C | Bed dress carcase | 160 |
| MTMP3037C | Eviscerate animal carcase | 80 |
| MTMP3038C | Operate brisket cutter/saw | 40 |
| MTMP3039D | Eviscerate wild game field shot carcase | 40 |
| MTMP3041C | Backdown pig carcase | 20 |
| MTMP3042C | Prepare head for inspection | 40 |
| MTMP3043B | Operate air knife | 20 |
| MTMP3044B | Drop sock and pull shoulder pelt | 30 |
| MTMP3045B | Undertake retain rail | 20 |
| MTMP3046A | Prepare and present viscera for inspection | 20 |
| MTMP3052C | Bone small stock carcase - leg | 100 |
| MTMP3054C | Slice and trim leg - small stock | 100 |
| MTMP3055C | Bone large stock carcass - forequarter | 150 |
| MTMP3056C | Bone large stock carcase - hindquarter | 150 |
| MTMP3057C | Slice and trim large stock - forequarter | 150 |
| MTMP3058C | Slice and trim large stock - hindquarter | 150 |
| MTMP3059C | Break carcase using a bandsaw | 150 |
| MTMP3060C | Operate leg boning machine | 100 |
| MTMP3061C | Operate trunk boning machine | 100 |
| MTMP3062B | Bone small stock carcase - shoulder | 100 |
| MTMP3063B | Bone small stock carcase - middle | 100 |
| MTMP3064B | Slice small stock carcase - shoulder | 100 |
| MTMP3065B | Slice small stock carcase - middle | 100 |
| MTMP3066B | Bone carcase using mechanical aids (large stock) | 150 |
| MTMP3071C | Perform ante-mortem inspection and make disposition | 60 |
| MTMP3072C | Perform post-mortem inspection and make disposition | 90 |
| MTMP3073B | Implement food safety program | 60 |
| MTMP3074B | Perform carcase Meat Hygiene Assessment | 20 |
| MTMP3075B | Perform process monitoring for Meat Hygiene Assessment | 20 |
| MTMP3076B | Perform boning room Meat Hygiene Assessment | 20 |
| MTMP3077B | Perform offal Meat Hygiene Assessment | 20 |
| MTMP3081C | Operate batch cooker | 80 |
| MTMP3082C | Operate continuous cooker | 70 |
| MTMP3083C | Operate press | 50 |
| MTMP3084C | Operate wet rendering process | 100 |
| MTMP3085C | Monitor boiler operations | 40 |
| MTMP3086C | Operate tallow processing plant | 60 |
| MTMP3087C | Operate blood processing plant | 60 |
| MTMP3088C | Produce rendered products hygienically | 60 |
| MTMP3089C | Render edible products | 20 |
| MTMP3090B | Implement a Quality Assurance program for rendering plant | 40 |
| MTMP3095B | Grade beef carcases using Meat Standards Australia standards | 30 |
| MTMP3099B | Use standard product descriptions – sheep/goats | 20 |
| **MTMP 3000 series** | | |
| MTMP3100B | Use standard product descriptions - beef | 20 |
| MTMP3101B | Use standard product descriptions - pork | 20 |
| MTMP3102B | Provide coaching | 30 |
| MTMP3103B | Provide mentoring | 30 |
| MTMP3104B | Use standard product descriptions - kangaroos | 20 |
| MTMP3105A | Follow and implement an established work plan | 10 |
| MTMP3107B | Perform manual chemical lean testing | 20 |
| MTMP3108A | Overview of the NLIS for sheep and goats | 40 |
| MTMP3109A | Overview of the NLIS program utilising RFIDs | 30 |
| MTMP3110A | Manage NLIS data for livestock in lairage | 20 |
| MTMP3111A | Manage NLIS data for sheep and goats in lairage | 20 |
| MTMP3112A | Manage NLIS for direct purchase of stock identified with an RFID | 20 |
| MTMP3113A | Manage NLIS for direct purchase of sheep or goats | 20 |
| MTMP3114A | Manage NLIS data for saleyard purchase of livestock | 20 |
| MTMP3115A | Manage NLIS data for saleyard purchase of sheep or goats | 20 |
| MTMP3116A | Manage, report and upload NLIS slaughter data from RFIDs | 40 |
| MTMP3117A | Manage, report and upload mob based NLIS data for sheep and goats | 30 |
| MTMP3118A | Conduct start up procedures and pre-operational checks on slaughter floor NLIS data equipment | 20 |
| MTMP3119A | Manage NLIS data from RFIDs on the slaughter floor | 40 |
| MTMP3120A | Prepare a kill sheet | 20 |
| MTMP3121A | Undertake pre-slaughter checks of NVDs and PICs for NLIS for sheep and goats | 20 |
| MTMP3122A | Undertake pre-slaughter checks of NVDs, PICs and RFIDs | 20 |
| **MTMP 400 series** | | |
| MTMP401B | Utilise refrigeration index | 30 |
| MTMP402B | Implement a Meat Hygiene Assessment program | 30 |
| MTMP403B | Oversee plant compliance with the Australian Standards for meat processing | 20 |
| MTMP404B | Apply meat science | 40 |
| MTMP405B | Conduct and validate pH/temperature declines to Meat Standards Australia standards | 20 |
| MTMP406A | Develop and implement Quality Assurance program for a rendering plant | 60 |
| MTMP407B | Supervise new recruits | 30 |
| MTMP408A | Inspect transportation container/vehicle | 10 |
| MTMP409A | Maintain abattoir design and construction standards | 40 |
| MTMP410A | Oversee humane handling of animals | 20 |
| MTMP411B | Inspect wild game meat | 40 |
| MTMP412A | Inspect poultry | 40 |
| MTMP413A | Inspect ratites | 20 |
| **MTMPR 200 series** | | |
| MTMPR201C | Prepare and operate bandsaw | 20 |
| **MTMPS 200 series** | | |
| MTMPS201C | Clean work area during operations | 40 |
| MTMPS203C | Operate scales and semi-automatic labelling machinery | 80 |
| MTMPS204C | Maintain production records | 100 |
| MTMPS205C | Clean chillers | 20 |
| MTMPS206C | Operate forklift in a specific workplace | 60 |
| **MTMPS300 series** | | |
| MTMPS300A | Assess product in chillers | 80 |
| **MTMPS 400 series** | | |
| MTMPS411C | Monitor meat preservation process | 40 |
| MTMPS412C | Monitor and overview the production of processed meats and smallgoods | 80 |
| MTMPS414B | Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM) | 30 |
| MTMPS415A | Conduct an internal audit of a documented program | 40 |
| MTMPS416A | Conduct statistical analysis of process | 80 |
| MTMPS417A | Manage/oversee an external audit of the establishment’s quality system | 20 |
| MTMPS418A | Oversee export requirements | 40 |
| **MTMPS 5600 series** | | |
| MTMPS5603C | Develop, manage and maintain quality systems | 100 |
| MTMPS5604C | Manage maintenance systems | 80 |
| MTMPS5605C | Manage utilities and energy | 80 |
| MTMPS5607C | Manage and improve meat industry plant operations | 100 |
| MTMPS5608C | Manage environmental impacts of meat processing operations | 90 |
| MTMPS5609C | Manage, maintain and continuously improve OHS plans and systems | 100 |
| MTMPS5610C | Manage transportation of meat, meat products and meat by-products | 80 |
| **MTMPSR 200 series** | | |
| MTMPSR201C | Vacuum pack product | 50 |
| MTMPSR202B | Apply environmentally sustainable work practices | 20 |
| MTMPSR203A | Sharpen knives | 40 |
| **MTMPSR 300 series** | | |
| MTMPSR301C | Cure and corn product | 20 |
| **MTMPSR 400 series** | | |
| MTMPSR401C | Coordinate contracts | 50 |
| MTMPSR402C | Prepare and evaluate resource proposals | 50 |
| MTMPSR403C | Facilitate achievement of enterprise environmental policies and goals | 50 |
| MTMPSR404C | Foster a learning culture in a meat enterprise | 50 |
| MTMPSR405C | Build productive and effective workplace relationships | 50 |
| MTMPSR406C | Manage and maintain a food safety plan | 50 |
| MTMPSR407A | Assess and evaluate meat industry requirements and processes | 10 |
| MTMPSR408A | Specify beef product using AUS-MEAT language | 40 |
| MTMPSR409A | Specify sheep product using AUS-MEAT language | 30 |
| MTMPSR410A | Specify pork product using AUS-MEAT language | 30 |
| MTMPSR411A | Lead communication in the workplace | 20 |
| MTMPSR412A | Participate in product recall | 40 |
| MTMPSR413A | Participate in ongoing development and implementation of a HACCP and Quality Assurance system | 60 |
| MTMPSR414A | Establish sampling program | 40 |
| MTMPSR415A | Develop and implement work instructions and SOPs | 40 |
| **MTMPSR 5600 series** | | |
| MTMPSR5601C | Design and manage the food safety system | 100 |
| MTMPSR5604C | Manage new product/process development | 100 |
| **MTMPSR 600 series** | | |
| MTMPSR601A | Benchmark to manage/improve enterprise performance | 80 |
| MTMPSR602A | Monitor and manage organisational legal responsibilities | 80 |
| MTMPSR603A | Manage meat processing systems to maintain and improve product quality | 100 |
| MTMPSR604A | Manage effective operation of meat enterprise cold chain and refrigeration systems | 100 |
| MTMPSR606A | Assess and purchase livestock | 80 |
| MTMPSR607A | Analyse and develop enterprise systems for new opportunities | 100 |
| MTMPSR608A | Establish new markets | 80 |
| **MTMR 100 series** | | |
| MTMR101C | Identify species and meat cuts | 15 |
| MTMR102C | Trim meat for further processing | 10 |
| MTMR103C | Store meat product | 10 |
| MTMR104C | Prepare minced meat and minced meat products | 15 |
| MTMR106C | Provide service to customers | 15 |
| MTMR107C | Process sales transactions | 10 |
| MTMR108B | Undertake minor routine maintenance | 20 |
| MTMR109B | Monitor meat temperature from receival to sale | 10 |
| **MTMR 200 series** | | |
| MTMR201C | Break and cut product using a bandsaw | 10 |
| MTMR202C | Provide advice on cooking and storage of meat products | 10 |
| MTMR203C | Select, weigh and package meat for sale | 10 |
| MTMR204C | Package product using manual packing and labelling equipment | 10 |
| MTMR207B | Use basic methods of meat cookery | 30 |
| MTMR208B | Vacuum pack product in a retail operation | 20 |
| MTMR209B | Undertake routine preventative maintenance | 40 |
| MTMR210B | Make and sell sausages | 20 |
| MTMR211B | Produce and sell value-added products | 10 |
| MTMR212B | Receive meat product | 10 |
| **MTMR 300 series** | | |
| MTMR301C | Prepare specialised cuts | 20 |
| MTMR302C | Assess carcase/product quality | 10 |
| MTMR303C | Calculate yield of carcase or product | 15 |
| MTMR304C | Manage stock | 15 |
| MTMR305C | Meet customer needs | 15 |
| MTMR306C | Provide advice on nutritional role of meat | 10 |
| MTMR307C | Merchandise products, services | 25 |
| MTMR308C | Prepare and produce value-added products | 10 |
| MTMR309C | Prepare, roll, sew and net meat | 10 |
| MTMR310C | Bone and fillet poultry | 10 |
| MTMR311C | Cost and price meat products | 15 |
| MTMR312C | Prepare portion control to specifications | 10 |
| MTMR313C | Bone game meat | 10 |
| MTMR314B | Order stock in a meat enterprise | 20 |
| MTMR315B | Calculate and present statistical data in a meat enterprise | 40 |
| MTMR316B | Utilise the Meat Standard Australia system for beef to meet customer requirements | 80 |
| MTMR317B | Cure, corn and sell product | 20 |
| MTMR318B | Assess and sell poultry product | 10 |
| MTMR319B | Break carcases for retail sale | 40 |
| MTMR320B | Locate, identify and assess cuts | 40 |
| MTMR321A | Assess and address customer preferences | 40 |
| MTMR322A | Collect and prepare standard samples | 30 |
| **MTMR 500 series** | | |
| MTMR501A | Develop and assess a meat retailing business opportunity | 60 |
| **MTMS 100 series** | | |
| MTMS101C | Handle materials and products | 30 |
| MTMS102C | Pack smallgoods product | 30 |
| **MTMS 200 series** | | |
| MTMS205C | Package product using thermoform process | 40 |
| MTMS206C | Package product using gas flushing process | 20 |
| MTMS207C | Operate bar and coder systems | 30 |
| MTMS208C | Operate metal detection unit | 10 |
| MTMS210B | Select/identify and prepare casings | 20 |
| MTMS211B | Manually shape and form product | 30 |
| MTMS213B | Slice product using simple machinery | 10 |
| MTMS214B | Rotate stored meat | 20 |
| MTMS215B | Rotate meat product | 20 |
| MTMS216B | Inspect carton meat | 10 |
| MTMS217A | Prepare dry ingredients | 15 |
| MTMS218B | Measure and calculate routine workplace data | 20 |
| MTMS219A | Manually link and tie product | 20 |
| **MTMS 300 series** | | |
| MTMS300B | Operate mixer/blender unit | 50 |
| MTMS301B | Cook, steam and cool product | 20 |
| MTMS302B | Prepare dried meat | 40 |
| MTMS303B | Fill casings | 20 |
| MTMS304B | Thaw product - water | 20 |
| MTMS305B | Thaw product - air | 10 |
| MTMS306B | Identify and repair equipment faults | 40 |
| MTMS307A | Sort meat | 70 |
| MTMS308A | Batch meat | 40 |
| MTMS309B | Operate product forming machinery | 30 |
| MTMS310B | Operate link and tie machinery | 30 |
| MTMS311B | Operate complex slicing and packaging machinery | 30 |
| MTMS312A | Prepare meat-based pates and terrines for commercial sale | 30 |
| MTMS313A | Prepare product formulations | 30 |
| MTMS314A | Ferment and mature product | 35 |
| MTMS315A | Blend meat product | 60 |
| **MTMSR 200 series** | | |
| MTMSR201C | Prepare and slice meat cuts | 30 |
| MTMSR202C | Trim meat to specifications | 20 |
| MTMSR203C | Package product using automatic packing and labelling equipment | 30 |
| MTMSR204C | Despatch meat product | 20 |
| **MTMSR 300 series** | | |
| MTMSR301C | Break carcase into primal cuts | 40 |
| MTMSR302C | Prepare primal cuts | 40 |
| MTMSR303A | Smoke product | 20 |

SAMPLE TRAINING PROGRAMS

A range of Sample Training Plans have been provided to demonstrate the flexibility of qualifications contained in the **MTM11 Australian Meat Industry Training Package**, but are by no means mandatory.

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| --- | --- | --- |
| **Occupation** | Production Assistant | |
| **Qualification Title** | Certificate I in Meat Processing (Smallgoods) | |
| **Qualification Code** | MTM10111 | |
| **Description** | Appropriate for a person working as a production assistant under direct supervision in the smallgoods sector of the Meat Processing Industry. | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** | |  |
| MTMCOR202A | Apply hygiene and sanitation practices | 40 |
| MTMCOR203B | Comply with Quality Assurance and HACCP requirements | 40 |
| MTMCOR204A | Follow safe work policies and procedures | 40 |
| MTMCOR205A | Communicate in the workplace | 40 |
| MTMCOR206A | Overview the meat industry | 20 |
| **Electives** | |  |
| MTMS101C | Handle materials and products | 30 |
| MTMS102C | Pack smallgoods product | 30 |
| MTMPS201C | Clean work area during operations | 40 |
| **Total Hours** |  | **280** |

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| --- | --- | --- |
| **Occupation** | Shop Assistant (Meat Retailing) | |
| **Qualification Title** | Certificate I in Meat Processing (Meat Retailing) | |
| **Qualification Code** | MTM10211 | |
| **Description** | Appropriate for a person working under direct supervision in the retailing sector of the Meat Retailing sector. | |
| **Notes** | This sample is also suitable for use as a pre-apprenticeship program for the meat retailing sector. | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** | |  |
| FDFOP2061A | Use numerical applications in the workplace | 30 |
| MTMCOR203B | Comply with Quality Assurance and HACCP requirements | 40 |
| MTMCOR204A | Follow safe work policies and procedures | 40 |
| MTMCOR205A | Communicate in the workplace | 40 |
| MTMCOR206A | Overview the meat industry | 20 |
| **Electives** | |  |
| HLTFA301C | Apply first aid | 18 |
| MTMCOR201A | Maintain personal equipment | 20 |
| MTMPSR203A | Sharpen knives | 40 |
| MTMR101C | Identify species and meat cuts | 15 |
| MTMR102C | Trim meat for further processing | 10 |
| MTMR103C | Store meat product | 10 |
| MTMR104C | Prepare minced meat and minced meat products | 15 |
| MTMR108B | Undertake minor routine maintenance | 20 |
| MTMR109B | Monitor meat temperature from receival to sale | 10 |
| MTMR203C | Select, weigh and package meat for sale | 10 |
| PRMCL38A | Clean a food handling area | 20 |
| **Total Hours** |  | **358** |

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| **Occupation** | Offal Processor (Abattoir sector) | |
| **Qualification Title** | Certificate II in Meat Processing (Abattoirs) | |
| **Qualification Code** | MTM20111 | |
| **Description** | Appropriate for a person working as an offal processor in the abattoir sector of the meat processing industry. | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** | |  |
| MTMCOR201A | Maintain personal equipment | 20 |
| MTMCOR202A | Apply hygiene and sanitation practices | 40 |
| MTMCOR203B | Comply with Quality Assurance and HACCP requirements | 40 |
| MTMCOR204A | Follow safe work policies and procedures | 40 |
| MTMCOR205A | Communicate in the workplace | 40 |
| MTMCOR206A | Overview the meat industry | 20 |
| **Electives** | |  |
| MTMP2102C | Process thick skirts | 10 |
| MTMP2115C | Process thin skirts | 10 |
| MTMP2141C | Overview offal processing on the slaughter floor | 20 |
| MTMP2143C | Separate offal | 20 |
| MTMP2144C | Trim offal fat | 10 |
| MTMP2145C | Separate and tie runners | 10 |
| MTMP2147C | Recover thin skirts | 20 |
| MTMP2148B | Remove thick skirts | 10 |
| MTMP2149B | Remove flares | 10 |
| MTMP2150B | Recover offal | 40 |
| MTMPSR203A | Sharpen knives | 40 |
| **Total Hours** |  | **400** |

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| **Occupation** | Smallgoods Trimmer | |
| **Qualification Title** | Certificate II in Meat Processing (Smallgoods) | |
| **Qualification Code** | MTM20211 | |
| **Description** | Appropriate for a person working as a trimmer in a smallgoods plant. | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** | |  |
| MTMCOR202A | Apply hygiene and sanitation practices | 40 |
| MTMCOR203B | Comply with Quality Assurance and HACCP requirements | 40 |
| MTMCOR204A | Follow safe work policies and procedures | 40 |
| MTMCOR205A | Communicate in the workplace | 40 |
| MTMCOR206A | Overview the meat industry | 20 |
| **Electives** |  |  |
| **Group A** |  |  |
| HLTFA301C | Apply first aid | 18 |
| MTMPS201C | Clean work area during operations | 40 |
| MTMS101C | Handle materials and products | 30 |
| **Group B** |  |  |
| MTMP2054C | Inspect hindquarter and remove contamination | 20 |
| MTMP2055C | Inspect forequarter and remove contamination | 20 |
| MTMPS300A | Assess product in chillers | 80 |
| MTMPSR203A | Sharpen knives | 40 |
| MTMS214B | Rotate stored meat | 20 |
| MTMS215B | Rotate meat product | 20 |
| MTMSR201C | Prepare and slice meat cuts | 30 |
| MTMSR202C | Trim meat to specifications | 20 |
| **Total Hours** |  | **518** |

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| **Occupation** | Assistant Butcher | |
| **Qualification Title** | Certificate II in Meat Processing (Meat Retailing) | |
| **Qualification Code** | MTM20311 | |
| **Description** | Appropriate for a person working in an assistant in a meat retailing enterprise. | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** | |  |
| FDFOP2061A | Use numerical applications in the workplace | 30 |
| MTMCOR202A | Apply hygiene and sanitation practices | 40 |
| MTMCOR204A | Follow safe work policies and procedures | 40 |
| MTMCOR205A | Communicate in the workplace | 40 |
| MTMCOR206A | Overview the meat industry | 20 |
| **Electives** | |  |
| **Group A** |  |  |
| HLTFA301C | Apply first aid | 18 |
| MTMCOR201A | Maintain personal equipment | 20 |
| MTMPSR203A | Sharpen knives | 40 |
| MTMR101C | Identify species and meat cuts | 15 |
| MTMR102C | Trim meat for further processing | 10 |
| MTMR103C | Store meat product | 10 |
| MTMR104C | Prepare minced meat and minced meat products | 15 |
| MTMR106C | Provide service to customers | 15 |
| MTMR203C | Select, weigh and package meat for sale | 10 |
| PRMCL38A | Clean a food handling area | 20 |
| **Group B** |  |  |
| MTMR201C | Break and cut product using a bandsaw | 10 |
| MTMCOR203B | Comply with Quality Assurance and HACCP requirements | 40 |
| MTMPR201C | Prepare and operate bandsaw | 20 |
| MTMR202C | Provide advice on cooking and storage of meat products | 10 |
| MTMR204C | Package product using manual packing and labelling equipment | 10 |
| MTMR207B | Use basic methods of meat cookery | 30 |
| MTMR208B | Vacuum pack product in a retail operation | 20 |
| MTMR209B | Undertake routine preventative maintenance | 40 |
| MTMR210B | Make and sell sausages | 20 |
| MTMR211B | Produce and sell value-added products | 10 |
| MTMSR201C | Prepare and slice meat cuts | 30 |
| MTMSR202C | Trim meat to specifications | 20 |
| **Total Hours** |  | **603** |

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| --- | --- | --- |
| **Occupation** | Meat Packer | |
| **Qualification Title** | Certificate II in Meat Processing (Food Services) | |
| **Qualification Code** | MTM20411 | |
| **Description** | Appropriate for a person working as a packer in a meat wholesale establishment. | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** | |  |
| MTMCOR201A | Maintain personal equipment | 20 |
| MTMCOR206A | Overview the meat industry | 20 |
| MTMCOR202A | Apply hygiene and sanitation practices | 40 |
| MTMCOR203B | Comply with Quality Assurance and HACCP requirements | 40 |
| MTMCOR204A | Follow safe work policies and procedures | 40 |
| MTMCOR205A | Communicate in the workplace | 40 |
| **Electives** | |  |
| MTMP2082C | Operate carton scales | 20 |
| MTMPSR201B | Vacuum pack product | 50 |
| MTMR102C | Trim meat for further processing | 10 |
| MTMR103C | Store meat product | 10 |
| MTMR203C | Select, weigh and package meat for sale | 10 |
| MTMR204C | Package product using manual packing and labelling equipment | 10 |
| MTMSR203C | Package product using automatic packing and labelling equipment | 30 |
| MTMSR204C | Despatch meat product | 20 |
| **Total Hours** |  | **360** |

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| **Occupation** | Meat Processor (Boning Operations) | |
| **Qualification Title** | Certificate III in Meat Processing (Boning Room) | |
| **Qualification Code** | MTM30111 | |
| **Description** | Appropriate for a meat processor working in the boning room of an abattoir. | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** | |  |
| MTMCOR201A | Maintain personal equipment | 20 |
| MTMCOR202A | Apply hygiene and sanitation practices | 40 |
| MTMCOR203B | Comply with Quality Assurance and HACCP requirements | 40 |
| MTMCOR204A | Follow safe work policies and procedures | 40 |
| MTMCOR205A | Communicate in the workplace | 40 |
| MTMCOR206A | Overview the meat industry | 20 |
| MTMPSR203A | Sharpen knives | 40 |
| **Electives** | |  |
| MTMP3056C | Bone large stock carcase - hindquarter | 150 |
| MTMP3059C | Break carcase using a bandsaw | 150 |
| **Total Hours** |  | **540** |

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| **Occupation** | Wholesale Meat Processor | |
| **Qualification Title** | Certificate III in Meat Processing (Food Services) | |
| **Qualification Code** | MTM30211 | |
| **Description** | Appropriate for a person working as a slicer in a meat wholesale enterprise. | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** | |  |
| MTMCOR201A | Maintain personal equipment | 20 |
| MTMCOR202A | Apply hygiene and sanitation practices | 40 |
| MTMCOR203B | Comply with Quality Assurance and HACCP requirements | 40 |
| MTMCOR204A | Follow safe work policies and procedures | 40 |
| MTMCOR205A | Communicate in the workplace | 40 |
| MTMCOR206A | Overview the meat industry | 20 |
| **Electives** | |  |
| MTMPSR203A | Sharpen knives | 40 |
| MTMP3057C | Slice and trim large stock - forequarter | 150 |
| MTMP3058C | Slice and trim large stock - hindquarter | 150 |
| MTMR302C | Assess carcase/product quality | 10 |
| MTMR309C | Prepare, roll, sew and net meat | 10 |
| MTMR312C | Prepare portion control to specifications | 10 |
| **Total Hours** |  | **570** |

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| **Occupation** | Meat Inspector | |
| **Qualification Title** | Certificate III in Meat Processing (Meat Safety) | |
| **Qualification Code** | MTM30311 | |
| **Description** | Appropriate for a person working as a meat inspector in the meat processing industry. | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** | |  |
| MTMCOR201A | Maintain personal equipment | 20 |
| MTMCOR202A | Apply hygiene and sanitation practices | 40 |
| MTMCOR203B | Comply with Quality Assurance and HACCP requirements | 40 |
| MTMCOR204A | Follow safe work policies and procedures | 40 |
| MTMCOR205A | Communicate in the workplace | 40 |
| MTMCOR206A | Overview the meat industry | 20 |
| MTMP3003A | Handle animals humanely while conducting ante-mortem inspection | 20 |
| MTMP3071C | Perform ante-mortem inspection and make disposition | 60 |
| MTMP3073B | Implement food safety program | 60 |
| MTMP3072C | Perform post-mortem inspection and make disposition. | 90 |
| MTMP408A | Inspect transportation container/vehicle | 10 |
| MTMPSR203A | Sharpen knives | 40 |
| **Electives** | |  |
| BSBFLM312C | Contribute to team effectiveness | 40 |
| MSL954001A | Obtain representative samples in accordance with sampling plan | 40 |
| MTMP3075B | Perform process monitoring for Meat Hygiene Assessment | 20 |
| **Total Hours** |  | **580** |

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| **Occupation** | Rendering Plant Operator | |
| **Qualification Title** | Certificate III in Meat Processing (Rendering) | |
| **Qualification Code** | MTM30411 | |
| **Description** | Appropriate for a meat processor working in an abattoir rendering plant. | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** | |  |
| MTMCOR201A | Maintain personal equipment | 20 |
| MTMCOR202A | Apply hygiene and sanitation practices | 40 |
| MTMCOR203B | Comply with Quality Assurance and HACCP requirements | 40 |
| MTMCOR204A | Follow safe work policies and procedures | 40 |
| MTMCOR205A | Communicate in the workplace | 40 |
| MTMCOR206A | Overview the meat industry | 20 |
| **Electives** | |  |
| MTMP3081C | Operate batch cooker | 80 |
| MTMP3082C | Operate continuous cooker | 70 |
| MTMP3083C | Operate press | 50 |
| MTMP3085C | Monitor boiler operations | 40 |
| MTMP3088C | Produce rendered products hygienically | 60 |
| **Total Hours** |  | **500** |

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| --- | --- | --- |
| **Occupation** | Slaughter Floor Operator | |
| **Qualification Title** | Certificate III in Meat Processing (Slaughtering) | |
| **Qualification Code** | MTM30511 | |
| **Description** | Appropriate for a person working as a slaughter floor operator in an abattoir. | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** |  |  |
| MTMCOR201A | Maintain personal equipment | 20 |
| MTMCOR202A | Apply hygiene and sanitation practices | 40 |
| MTMCOR203B | Comply with Quality Assurance and HACCP requirements | 40 |
| MTMCOR204A | Follow safe work policies and procedures | 40 |
| MTMCOR205A | Communicate in the workplace | 40 |
| MTMCOR206A | Overview the meat industry | 20 |
| MTMPSR203A | Sharpen knives | 40 |
| **Electives** |  |  |
| MTMP3001D | Stun animal | 40 |
| MTMP3002C | Stick and bleed animal | 40 |
| MTMP3004A | Assess effective stunning and bleeding | 20 |
| MTMP3006C | Rod weasand | 20 |
| MTMP3007C | Seal weasand | 10 |
| MTMP3008C | Ring bung | 40 |
| MTMP3009C | Seal bung | 20 |
| MTMP3022C | Perform flanking cuts | 60 |
| MTMP3023C | Perform brisket cuts | 40 |
| MTMP3043B | Operate air knife | 20 |
| **Total Hours** |  | **550** |

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| **Occupation** | Quality Assurance Monitor / Officer | |
| **Qualification Title** | Certificate III in Meat Processing (General) | |
| **Qualification Code** | MTM30611 | |
| **Description** | Appropriate for a person monitoring quality standards in a medium to large meat processing enterprise. | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** |  |  |
| MTMCOR201A | Maintain personal equipment | 20 |
| MTMCOR202A | Apply hygiene and sanitation practices | 40 |
| MTMCOR203B | Comply with Quality Assurance and HACCP requirements | 40 |
| MTMCOR204A | Follow safe work policies and procedures | 40 |
| MTMCOR205A | Communicate in the workplace | 40 |
| MTMCOR206A | Overview the meat industry | 20 |
| **Electives** |  |  |
| MSL922001A | Record and present data | 40 |
| MSL973001A | Perform basic tests | 60 |
| MTMP3074B | Perform carcase Meat Hygiene Assessment | 20 |
| MTMP3075B | Perform process monitoring for Meat Hygiene Assessment | 20 |
| MTMP3076B | Perform boning room Meat Hygiene Assessment | 20 |
| MTMP3095B | Grade beef carcases using Meat Standards Australia standards | 30 |
| MTMP3100B | Use standard product descriptions - beef | 20 |
| MTMP3107B | Perform manual chemical lean testing | 20 |
| MTMPS300A | Assess product in chillers | 80 |
| MTMPSR203A | Sharpen knives | 40 |
| **Total Hours** |  | **550** |

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| --- | --- | --- |
| **Occupation** | Butcher | |
| **Qualification Title** | Certificate III in Meat Processing (Retail Butcher) | |
| **Qualification Code** | MTM30811 | |
| **Description** | Appropriate for a person working as a butcher in a meat retail enterprise. | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core Group A** |  |  |
| FDFOP2061A | Use numerical applications in the workplace | 30 |
| HLTFA301C | Apply first aid | 18 |
| MTMCOR201A | Maintain personal equipment | 20 |
| MTMCOR202A | Apply hygiene and sanitation practices | 40 |
| MTMCOR204A | Follow safe work policies and procedures | 40 |
| MTMCOR205A | Communicate in the workplace | 40 |
| MTMCOR206A | Overview the meat industry | 20 |
| MTMPSR203A | Sharpen knives | 40 |
| MTMR101C | Identify species and meat cuts | 15 |
| MTMR102C | Trim meat for further processing | 10 |
| MTMR103C | Store meat product | 10 |
| MTMR104C | Prepare minced meat and minced meat products | 15 |
| MTMR106C | Provide service to customers | 15 |
| MTMR203C | Select, weigh and package meat for sale | 10 |
| PRMCL38A | Clean a food handling area | 20 |
| **Core Group B** |  |  |
| MTMCOR203B | Comply with Quality Assurance and HACCP requirements | 40 |
| MTMPR201C | Prepare and operate bandsaw | 20 |
| MTMR201C | Break and cut product using a bandsaw | 10 |
| MTMR202C | Provide advice on cooking and storage of meat products | 10 |
| MTMR204C | Package product using manual packing and labelling equipment | 10 |
| MTMR207B | Use basic methods of meat cookery | 30 |
| MTMR210B | Make and sell sausages | 20 |
| MTMR211B | Produce and sell value-added products | 10 |
| MTMSR201C | Prepare and slice meat cuts | 30 |
| MTMSR202C | Trim meat to specifications | 20 |
| **Core Group C** |  |  |
| MTMR301C | Prepare specialised cuts | 20 |
| MTMR302C | Assess carcase/product quality | 10 |
| MTMR303C | Calculate yield of carcase or product | 15 |
| MTMR304C | Manage stock | 15 |
| MTMR305C | Meet customer needs | 15 |
| MTMR306C | Provide advice on nutritional role of meat | 10 |
| MTMR307C | Merchandise products, services | 25 |
| MTMR308C | Prepare and produce value-added products | 10 |
| MTMR317B | Cure, corn and sell product | 20 |
| MTMR318B | Assess and sell poultry product | 10 |
| MTMR320B | Locate, identify and assess cuts | 40 |
| MTMR321A | Assess and address customer preferences | 40 |
| MTMSR302C | Prepare primal cuts | 40 |

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| --- | --- | --- |
| **MTM30811** | **Certificate III in Meat Processing (Retail Butcher)** | **(Cont)** |
| **Elective Group D** |  |  |
| MTMR108B | Undertake minor routine maintenance | 20 |
| **Elective Group E** |  |  |
| MTMR208B | Vacuum pack product in a retail operation | 20 |
| **Electives Group F** |  |  |
| MTMR314B | Order stock in a meat enterprise | 20 |
| MTMR316B | Utilise the Meat Standards Australia system for beef to meet customer requirements | 80 |
| TAEDEL301A | Provide work skill instruction | 40 |
| **Total Hours** |  | **993** |

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| --- | --- | --- |
| **Occupation** | Smallgoods Maker | |
| **Qualification Title** | Certificate III in Meat Processing (Smallgoods - General) | |
| **Qualification Code** | MTM30911 | |
| **Description** | Appropriate for a person working as a smallgoods maker in a smallgoods enterprise. | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** |  |  |
| MTMCOR202A | Apply hygiene and sanitation practices | 40 |
| MTMCOR203B | Comply with Quality Assurance and HACCP requirements | 40 |
| MTMCOR204A | Follow safe work policies and procedures | 40 |
| MTMCOR205A | Communicate in the workplace | 40 |
| MTMCOR206A | Overview the meat industry | 20 |
| **Electives** |  |  |
| FDFOP2061A | Use numerical applications in the workplace | 30 |
| MTMP2054C | Inspect hindquarter and remove contamination | 20 |
| MTMP2055C | Inspect forequarter and remove contamination | 20 |
| MTMPS201B | Clean work area during operations | 40 |
| MTMPS300A | Assess product in chillers | 80 |
| MTMPSR203A | Sharpen knives | 40 |
| MTMPSR301B | Cure and corn product | 20 |
| MTMS101C | Handle materials and products | 30 |
| MTMS214B | Rotate stored meat | 20 |
| MTMS215B | Rotate meat product | 20 |
| MTMS300B | Operate mixer/blender unit | 50 |
| MTMS302B | Prepare dried meat | 40 |
| MTMS306B | Identify and repair equipment faults | 40 |
| MTMS307A | Sort meat | 70 |
| MTMS308A | Batch meat | 40 |
| MTMS315A | Blend meat product | 60 |
| MTMSR201C | Prepare and slice meat cuts | 30 |
| MTMSR202C | Trim meat to specifications | 20 |
| TAEDEL301A | Provide work skill instruction | 40 |
| **Total Hours** |  | **890** |

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| **Occupation** | Production Operator | |
| **Qualification Title** | Certificate III in Meat Processing (Smallgoods - Manufacture) | |
| **Qualification Code** | MTM31011 | |
| **Description** | Appropriate for a person working as a production operator in a medium to large smallgoods manufacturing. | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** |  |  |
| MTMCOR202A | Apply hygiene and sanitation practices | 40 |
| MTMCOR203B | Comply with Quality Assurance and HACCP requirements | 40 |
| MTMCOR204A | Follow safe work policies and procedures | 40 |
| MTMCOR205A | Communicate in the workplace | 40 |
| MTMCOR206A | Overview the meat industry | 20 |
| **Electives** |  |  |
| FDFOP2061A | Use numerical applications in the workplace | 30 |
| MTMP2054C | Inspect hindquarter and remove contamination | 20 |
| MTMP2055C | Inspect forequarter and remove contamination | 20 |
| MTMPS201B | Clean work area during operations | 40 |
| MTMPS300A | Assess product in chillers | 80 |
| MTMPSR203A | Sharpen knives | 40 |
| MTMS101C | Handle materials and products | 30 |
| MTMS214B | Rotate stored meat | 20 |
| MTMS215B | Rotate meat product | 20 |
| MTMS300B | Operate mixer/blender unit | 50 |
| MTMS302B | Prepare dried meat | 40 |
| MTMS306B | Identify and repair equipment faults | 40 |
| MTMS307A | Sort meat | 70 |
| MTMS308A | Batch meat | 40 |
| MTMS313A | Prepare product formulations | 30 |
| MTMS314A | Ferment and mature product | 35 |
| MTMS315A | Blend meat product | 60 |
| MTMSR201C | Prepare and slice meat cuts | 30 |
| MTMSR202C | Trim meat to specifications | 20 |
| MTMSR303A | Smoke product | 20 |
| TAEDEL301A | Provide work skill instruction | 40 |
| **Total Hours** |  | **955** |

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| **Occupation** | Team Leader / Supervisor | |
| **Qualification Title** | Certificate IV in Meat Processing (Leadership) | |
| **Qualification Code** | MTM40111 | |
| **Description** | Appropriate for a person working as a team leader/supervisor in a medium to large meat processing establishment. | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** |  |  |
| MTMCOR201A | Maintain personal equipment | 20 |
| MTMCOR202A | Apply hygiene and sanitation practices | 40 |
| MTMCOR203B | Comply with Quality Assurance and HACCP requirements | 40 |
| MTMCOR204A | Follow safe work policies and procedures | 40 |
| MTMCOR205A | Communicate in the workplace | 40 |
| MTMCOR206A | Overview the meat industry | 20 |
| MTMCOR401C | Manage own work performance | 20 |
| MTMCOR402C | Facilitate Quality Assurance process | 30 |
| MTMCOR403A | Participate in OHS risk control process | 30 |
| MTMCOR404A | Facilitate hygiene and sanitation performance | 30 |
| **Electives** |  |  |
| BSBINN301A | Promote innovation in a team environment | 40 |
| BSBLED401A | Develop teams and individuals | 40 |
| MTMPSR401C | Coordinate contracts | 50 |
| MTMPSR402C | Prepare and evaluate resource proposals | 50 |
| MTMPSR403C | Facilitate achievement of enterprise environmental policies and goals | 50 |
| MTMPSR404C | Foster a learning culture in a meat enterprise | 50 |
| MTMPSR405C | Build productive and effective workplace relationships | 50 |
| MTMPSR406C | Manage and maintain a food safety plan | 50 |
| **Total Hours** |  | **690** |

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| **Occupation** | Meat Inspector | |
| **Qualification Title** | Certificate IV in Meat Processing (Meat Safety) | |
| **Qualification Code** | MTM40211 | |
| **Description** | Appropriate for a person working as a meat inspector in the meat processing industry. | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** |  |  |
| MTMCOR201A | Maintain personal equipment | 20 |
| MTMCOR202A | Apply hygiene and sanitation practices | 40 |
| MTMCOR203B | Comply with Quality Assurance and HACCP requirements | 40 |
| MTMCOR204A | Follow safe work policies and procedures | 40 |
| MTMCOR205A | Communicate in the workplace | 40 |
| MTMCOR206A | Overview the meat industry | 20 |
| MTMCOR401C | Manage own work performance | 20 |
| MTMCOR402C | Facilitate Quality Assurance process | 30 |
| MTMCOR403A | Participate in OHS risk control process | 30 |
| MTMCOR404A | Facilitate hygiene and sanitation performance | 30 |
| MTMP3003A | Handle animals humanely while conducting ante-mortem inspection | 20 |
| MTMP3071C | Perform ante-mortem inspection and make disposition | 60 |
| MTMP3072C | Perform post-mortem inspection and make disposition. | 90 |
| MTMP3073B | Implement food safety program | 60 |
| MTMP408A | Inspect transportation container/vehicle | 10 |
| MTMPSR203A | Sharpen knives | 40 |
| **Electives** |  |  |
| BSBFLM312B | Contribute to team effectiveness | 40 |
| MSL922001A | Record and present data | 40 |
| MSL954001A | Obtain representative samples in accordance with sampling plan | 40 |
| MTMP3075B | Perform process monitoring for Meat Hygiene Assessment | 20 |
| MTMP401B | Utilise refrigeration index | 30 |
| MTMP403B | Oversee plant compliance with the Australian Standards for meat processing | 20 |
| MTMP409A | Maintain abattoir design and construction standards | 40 |
| MTMP410A | Oversee humane handling of animals | 20 |
| MTMPS418A | Oversee export requirements | 40 |
| MTMPSR405B | Build productive and effective workplace relationships | 50 |
| MTMPSR414A | Establish sampling program | 40 |
| PSPREG412A | Gather and manage evidence | 40 |
| **Total Hours** |  | **1010** |

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| **Occupation** | Quality Assurance Officer | |
| **Qualification Title** | Certificate IV in Meat Processing (Quality Assurance) | |
| **Qualification Code** | MTM40311 | |
| **Description** | Appropriate for a person working as a quality assurance officer in a medium to large meat processing plant. | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** |  |  |
| MTMCOR401C | Manage own work performance | 20 |
| MTMCOR402C | Facilitate Quality Assurance process | 30 |
| MTMCOR403A | Participate in OH&S risk control process | 30 |
| MTMCOR404A | Facilitate hygiene and sanitation performance | 30 |
| MTMPS415A | Conduct an internal audit of a documented program | 40 |
| MTMPSR413A | Participate in ongoing development and Implementation of a HACCP and Quality Assurance system | 60 |
| **Electives** |  |  |
| FDFAU4001A | Assess compliance with food safety programs | 60 |
| FDFAU4002A | Communicate and negotiate to conduct food safety audits | 40 |
| FDFAU4004A | Identify, evaluate and control food safety hazards | 80 |
| MTMP406A | Develop and implement Quality Assurance program for a rendering plant | 60 |
| MTMPS416A | Conduct statistical analysis of process | 80 |
| MTMPSR412A | Participate in product recall | 40 |
| **Total Hours** |  | **570** |

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| **Occupation** | Supervisor (with quality assurance responsibilities) | |
| **Qualification Title** | Certificate IV in Meat Processing (General) | |
| **Qualification Code** | MTM40411 | |
| **Description** | Appropriate for a supervisor with quality assurance responsibilities in a small to medium meat processing enterprise. | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** |  |  |
| MTMCOR201A | Maintain personal equipment | 20 |
| MTMCOR202A | Apply hygiene and sanitation practices | 40 |
| MTMCOR203B | Comply with Quality Assurance and HACCP requirements | 40 |
| MTMCOR204A | Follow safe work policies and procedures | 40 |
| MTMCOR205A | Communicate in the workplace | 40 |
| MTMCOR206A | Overview the meat industry | 20 |
| MTMCOR401C | Manage own work performance | 20 |
| MTMCOR402C | Facilitate Quality Assurance process | 30 |
| MTMCOR403A | Participate in OH&S risk control process | 30 |
| MTMCOR404A | Facilitate hygiene and sanitation performance | 30 |
| **Electives** |  |  |
| MTMPSR413A | Participate in ongoing development and Implementation of a HACCP and Quality Assurance system | 60 |
| MTMPS417A | Manage/oversee an external audit of the establishment’s quality system | 20 |
| BSBMGT403A | Implement continuous improvement | 40 |
| FDFAU4001A | Assess compliance with food safety programs | 60 |
| FDFAU4004A | Identify, evaluate and control food safety hazards | 80 |
| MTMP407B | Supervise new recruits | 30 |
| MTMPSR405B | Build productive and effective workplace relationships | 50 |
| MTMPSR406B | Manage and maintain a food safety plan | 50 |
| **Total Hours** |  | **700** |

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| **Occupation** | Production Manager | |
| **Qualification Title** | Diploma of Meat Processing | |
| **Qualification Code** | MTM50111 | |
| **Description** | Appropriate for a person working as the production manager in a medium to large meat processing enterprise. | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** |  |  |
| MTMCOR401C | Manage own work performance | 20 |
| MTMCOR402C | Facilitate Quality Assurance process | 30 |
| MTMCOR403A | Participate in OH&S risk control process | 30 |
| MTMCOR404A | Facilitate hygiene and sanitation performance | 30 |
| **Electives** |  |  |
| BSBMGT605B | Provide leadership across the organisation. | 60 |
| MTMPS5603C | Develop, manage and maintain quality systems | 100 |
| MTMPS5605C | Manage utilities and energy | 80 |
| MTMPS5607C | Manage and improve meat industry plant operations | 100 |
| MTMPS5608C | Manage environmental impacts of meat processing operations | 90 |
| MTMPS5609C | Manage, maintain and continuously improve OHS plans and systems | 100 |
| **Total Hours** |  | **640** |

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| **Occupation** | Department Manager (Meat Retailing) | |
| **Qualification Title** | Diploma of Meat Processing (Meat Retailing) | |
| **Qualification Code** | MTM50211 | |
| **Description** | Appropriate for a person managing a meat retailing department in a large supermarket. | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** |  |  |
| MTMCOR401C | Manage own work performance | 20 |
| MTMCOR402C | Facilitate Quality Assurance process | 30 |
| MTMCOR403A | Participate in OH&S risk control process | 30 |
| MTMCOR404A | Facilitate hygiene and sanitation performance | 30 |
| **Electives** |  |  |
| BSBCOM501B | Identify and interpret compliance requirements | 20 |
| BSBFIM501A | Manage budgets and financial plans | 70 |
| MTMPSR5601C | Design and manage the food safety system | 100 |
| MTMPSR5604C | Manage new product/process development | 100 |
| MTMR501A | Develop and assess a meat retailing business opportunity | 60 |
| SIRXMGT005A | Set strategic plans | 80 |
| **Total Hours** | **Total** | **540** |

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| **Occupation** | Senior Manager | |
| **Qualification Title** | Advanced Diploma of Meat Processing | |
| **Qualification Code** | MTM60111 | |
| **Description** | Appropriate for a person employed as a senior manager in a medium to large meat processing enterprise. | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Electives Group A** |  |  |
| BSBMGT605B | Provide leadership across the organisation. | 60 |
| MTMPS5603C | Develop, manage and maintain quality systems | 100 |
| MTMPS5607C | Manage and improve meat industry plant operations | 100 |
| MTMPS5608C | Manage environmental impacts of meat processing operations | 90 |
| MTMPS5609C | Manage, maintain and continuously improve OH&S plans and systems | 100 |
| SIRXMGT006A | Initiate and implement change | 150 |
| **Electives Group B** |  |  |
| BSBMGT605B | Provide leadership across the organisation. | 60 |
| MTMPSR601A | Benchmark to manage/improve enterprise performance | 80 |
| MTMPSR603A | Manage meat processing systems to maintain and improve product quality | 100 |
| MTMPSR604A | Manage effective operation of meat enterprise cold chain and refrigeration systems | 100 |
| **Total Hours** |  | **940** |

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| **Occupation** | Export / Marketing Manager | |
| **Qualification Title** | Vocational Graduate Certificate in Agribusiness | |
| **Qualification Code** | MTM70111 | |
| **Description** | Appropriate for a person working in an export/marketing manager in a medium to large meat wholesale enterprise. | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Electives** |  |  |
| MTMBUS702A | Provide strategic leadership | 100 |
| MTMBUS703A | Communicate and negotiate in a culturally diverse context | 100 |
| MTMBUS704A | Develop and enhance collaborative partnerships and relationships | 100 |
| MTMBUS705A | Develop and manage international business operations | 100 |
| **Total Hours** |  | **400** |

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| **Occupation** | Compliance and Systems Manager | |
| **Qualification Title** | Vocational Graduate Diploma in Agribusiness | |
| **Qualification Code** | MTM80111 | |
| **Description** | Appropriate for a person working as a compliance and systems manager in a medium to large meat wholesale enterprise. | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Electives** |  |  |
| BSBCOM601B | Research compliance requirements and issues | 50 |
| BSBINN801A | Lead innovative thinking and practice | 80 |
| MSACMG706A | Build relationships between teams in a manufacturing environment | 80 |
| MSACMG803A | Develop models of future state manufacturing practice | 80 |
| MTMBUS702A | Provide strategic leadership | 100 |
| MTMBUS704A | Develop and enhance collaborative partnerships and relationships | 100 |
| MTMBUS801A | Manage change to organisational electronic technology systems | 100 |
| MTMBUS803A | Analyse data for business decision making | 100 |
| **Total Hours** |  | **690** |

CONTACTS AND LINKS

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| **Industry Skills Council (ISC)** | | |
| AgriFood Skills Council | This ISC is responsible for developing the **MTM11 Australian Meat Industry Training Package** and can be contacted for further information. You can also source copies of the Training Package and support material. | Address: PO Box 5450, Kingston ACT 2604.  Phone (02) 6163 7200  Fax: (02) 6162 0610.  Email: [reception@agrifoodsskills.net.au](mailto:reception@agrifoodsskills.net.au)  Web: [www.agrifoodskills.net.au](http://www.agrifoodskills.net.au) . |
| **National Register for VET in Australia** | | |
| Training.gov.au (TGA) | TGA is the Australian governments’ official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs. | [www.training.gov.au](http://www.training.gov.au) |
| **Australian Government** | | |
| The Department of Education, Employment and Workplace Relations (DEEWR) | DEEWR provides a range of services and resources to assist in delivery of Training Packages. Search the DEEWR website for links to a range of relevant resources and publications. | <http://www.deewr.gov.au> |
| **State Government** | | |
| Department of Education and Early Childhood Development  Higher Education and Skills Group | Higher Education and Skills Group is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships. | General information:  [www.skills.vic.gov.au](http://www.skills.vic.gov.au/)  Approved Training Schemes:  [http://www.skills.vic.gov.au/ corporate/publications/brochures-and-fact-sheets/apprenticeships-and-traineeships-in-victoria-industry-guides](http://www.skills.vic.gov.au/corporate/publications/brochures-and-fact-sheets/apprenticeships-and-traineeships-in-victoria-industry-guides) |
| **Curriculum Maintenance Manager (CMM)** | | |
| General Manufacturing | The CMM service is provided by Executive Officers located within Victorian TAFE institutes on behalf of Higher Education and Skills Group. | Paul Saunders  Address: Chisholm Institute, PO Box 684, Dandenong, Vic. 3175.  Phone/fax:03 9238 8448 /03 9238 8504  Email: [paul.saunders@chisholm.edu.au](mailto:paul.saunders@chisholm.edu.au)  Web: <http://trainingsupport.skills.vic.gov.au/> |

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| **State VET Regulatory Authority** | | |
| Victorian Registration and Qualifications Authority (VRQA) | The VRQA is a statutory authority responsible for the registration of education and training providers in Victoria to ensure the delivery of quality education and training. | [www.vrqa.vic.gov.au](http://www.vrqa.vic.gov.au)  Phone: 03 9637 2806 |
| **National VET Regulatory Authority** | | |
| Australian Skills Quality Authority (ASQA) | ASQA is the national regulator for Australia’s VET sector vocational education and training sector.  ASQA regulates courses and training providers to ensure nationally approved quality standards are met. | [www.asqa.gov.au](http://www.asqa.gov.au)  Info line: 1300 701 801 |
| **Industry Regulatory Body** | | |
| Victorian Work Cover Authority | The industry Regulatory body can provide advice on licensing, legislative or regulatory requirements which may impact on the delivery of training or the issuance of qualifications in this Training Package. | Address: Level 24, 222 Exhibition Street, Melbourne, 3000.  Phone: 03 9641 1555  Email: [info@workcover.vic.gov.au](mailto:info@workcover.vic.gov.au) Web: <http://www.workcover.vic.gov.au> |
| **WorkSafe** | | |
| WorkSafe Victoria | WorkSafe needs to provide written verification before High Risk Work Units can be added to an RTO’s scope of registration. | [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)  Info line: 1800 136 089 |
| **Other Contact** | | |
| National Meat Industry Training Advisory Council Ltd. (MINTRAC) | MINTRAC can provide you with information about this Training Package and also stocks a comprehensive range of resources to support your delivery and assessment. | Phone (02) 9819 6699,  Toll free: 1800 817 462  Email: [mintrac@mintrac.com.au](mailto:mintrac@mintrac.com.au).  [www.mintrac.com.au](http://www.mintrac.com.au), |

GLOSSARY

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| **Code** | Nationally endorsed Training Package qualification code. |
| **Title** | Nationally endorsed Training Package qualification title. |
| **Unit Code** | Nationally endorsed Training Package unit code. |
| **Unit Title** | Nationally endorsed Training Package unit title. |
| **Nominal Hours** | The anticipated hours of supervised learning or training deemed necessary to conduct training and assessment activities associated with the program of study. These hours are determined by the Victorian State Training Authority. Nominal hours may vary for a qualification depending on the units of competency selected. |
| **Scope of Registration** | Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide. |