The **Essential Meat Processing Skills project** is being managed by MINTRAC as part of their collaborative partnership with Skills Insight. MINTRAC has a strong history working with the Australian meat processing industry on skills and training solutions and have been engaged by Skills Insight to deliver these projects in partnership.

This Consultation Strategy for this project includes:

* a [project snapshot](#snap)
* the [stakeholder groups](#stakeholders) to engage, their purpose or reason for being involved
* [communications channels and tools](#channels) required to effectively engage with stakeholders
* details about [consultation workshops](#consultations)
* processes for collecting and responding to stakeholder [feedback](#feedback).

Project snapshot

**Project type:** Complex (18 months)

**Timeline:**

* Commencement: 30 November 2023
* Public and Government Consultation (Broad Consultation): from Mid-May (includes time to review and incorporate feedback and undertake any additional consultation where there is significant feedback)
* Public and Government Consultation (Consensus Gathering): Mid-January to February 2025
* Finalisation: March – April 2025
* Senior Officials Check: May 2025
* Submission to Assurance Body: 30 June 2025
* Skills Ministers Endorsement: July 2025

**Scope/expected outcomes:**

This project is a continuation of the full review of the AMP Australian Meat Processing Training Package which commenced in 2021 under the previous VET system. The first stage, which focussed on the structures and units of competency for the Certificate III and Certificate IV qualifications, was completed in December 2022. This project focuses on the Certificate II qualifications and units, in particular looking at the core units in these qualifications.

The full review of the AMP Training Package is being completed in multiple stages to minimise disruption to current apprenticeships and ongoing training and workforce development. The focus of the overall project is to take a holistic approach to the review of the AMP Training Package to ensure the training package products meet current industry needs and the Standards for Training Packages.

Some of the initiatives that are particularly important to the overall AMP Training Package review include:

* reducing duplication and removing obsolete training products, consolidating units of competency where shared skills can be suitably merged to reduce the overall number of units in the AMP Training Package
* investigating training components that are under-utilised to understand what actions need to be undertaken to update or delete where products are no longer relevant to support industry job outcomes
* simplifying the Training Package to ensure that employers, learners and RTOs understand and can be more effectively informed of available choices
* improving the ability of learners to work across sectors
* improving RTO delivery and potentially increasing enrolments through the removal of elements of the Training Package that do not comply with current Training Package standards.

**Scope:** 3 qualifications, 161 units and 6 skill sets.

In finding solutions to some of the identified challenges, training products may be removed, merged and/or deleted, and new units may be developed to support any new technologies or processes for relevant workplaces.

**Website:** A dedicated [project webpage](https://skillsinsight.com.au/project/essential-meat-processing-skills-project/) on the Skills Insight website has detailed information about the project plan, scope and consultation.

Stakeholder Consultation

A list of key stakeholder organisations has been identified for this project. The project team will ensure contact is made with each of these organisations during the development of this project to seek their involvement and their views on the draft training products. Consultation is not limited to the organisations on this list. This list simply helps us to identify those organisations that, because of their industry role, size or specialty, are likely to have a key interest in the development and outcomes of this project. All and any interested industry participants are encouraged to engage in the consultation of this project, when the draft units are available for feedback via this webpage and workshops that take place.

Engagement Strategy

**1. Identify Stakeholders:** It is important to ensure that stakeholders who represent different occupations, sectors and perspectives, are involved to provide balanced and varied input.

This includes all Registered Training Organisations (RTOs) that offer each qualification and skill set, as they are directly impacted by the project, and key associations, unions, Commonwealth representatives, educational experts including higher education system personal, regulators, experts who meet any priority cohort requirements, and employers.

**2. Inform and Engage Stakeholders:** Send an initial communication, via email, to all identified stakeholders. This communication will provide details about the project, the issues to be addressed, and the importance of their participation in consultations.

Targeted RTO participation on the proposed updates to the qualifications, skill sets and units will also be undertaken so that any implications can be considered.

Newsletters to subscribed stakeholders from both Skills Insight and MINTRAC to inform them of project updates and invite them to be involved.

**3. Establish the Technical Committee:**

Due to size and diversity of this project, the technical committee members will represent a specific industry sector identified within the project. They will provide technical expertise, guide project decisions and serve as a bridge between the broader stakeholder community perspectives for their respective industry sectors. The technical committee members will operate side by side one another to review their respective industry specific sectors and collaborate on common training products.

The technical committee will be established to act as a focused task force to sign off on project documentation for submission. Each technical committee member will be the voice for their respective industry sector and will work collaboratively with other technical committee members.

**4. Technical Committee Meetings:** Technical committee meetings will be held at the commencement and conclusion of the project, with any additional meetings to be held as required.

These meetings will be a combination of face-to-face sessions and online meetings.

**6. Feedback Loop:** Create a robust feedback system to incorporate the insights and suggestions generated during these meetings. This system would help in continually adjusting the project plan as per stakeholder inputs and ensuring their concerns are addressed in a timely manner. (see [Feedback](#feedback) section below.)

**7. Regular Updates:** Document and incorporate the insights and suggestions generated during Industry and technical committee meetings, Broad Consultation workshops and any other relevant meeting. Keep all stakeholders updated about the project's progress regularly. Use various methods like email, newsletters, and the project website to share information.

**8. Evaluation and Review:** Periodically evaluate and review the stakeholder engagement strategy to ensure its effectiveness. Make necessary changes based on the feedback received and the project's evolving needs.

Identified Key Stakeholder Groups

* Representatives from multiple sectors within the *AMP Australian Meat Processing Training Package* that make use of the training products that are included in this project, noting that some stakeholders may be suitable to respond for multiple sectors. The project sectors have been broken down and identified as:
  + livestock transport lairage and animal welfare
  + slaughtering and offal room operations, Boning room operations
  + rendering
  + pelt and hide operations
  + cold store, freezing and loadout operations
  + abattoirs
  + food service operations
  + retail operations.
* registered Training Organisations (RTOs) (especially those with impacted qualifications/skill sets on their scope of registration)
* State/Territory Training Advisory Bodies (STAs/TTAs)
* unions
* employers and their representatives/peak bodies
* educational experts
* licensing and regulatory bodies
* Industry Training Advisory Body (ITABs) (or equivalent) with relevant sector coverage
* curriculum maintenance managers (CMM)
* other Jobs and Skills Councils who use the units of competency.

Organisations for Targeted Consultations

(Including, but not limited to…)

| Organisation | Name | Jurisdiction | Stakeholder type | Sector area |
| --- | --- | --- | --- | --- |
| Alexander Downs Wholesale Meats | Brad Marzato | NSW | Industry Employer | Abattoirs |
| Andrews Meat Industries | Arjun Kumar | NSW | Industry Employer | Food Service |
| Animal Health Australia | Rob Barwell | National | RTO | Peak Body |
| AUS Meat | Barry Standfield | National | Regulator / RTO | Regulatory/licensing expertise |
| AUS Meat | Ben Robinson | National | Regulator | Regulatory/licensing expertise |
| AUS Meat | Kurt Steele | National | Regulator | Regulatory/licensing expertise |
| Australasian Meat Industry  Employees Union (AMIEU) | Patricia Fernandez | National | Union | Union |
| Australasian Meat Industry  Employees Union (AMIEU) | Justin Smith | National | Union | Union |
| Australasian Meat Industry  Employees Union (AMIEU) | Paul Conway | National | Union | Union |
| Australasian Meat Industry  Employees Union (AMIEU) | Matt Journeaux | National | Union | Union |
| Australian Chicken Meat Federation Inc. (ACMF) | Mary Wu | National | Industry Association | Poultry |
| Australian College of Training | Terry Richards | WA | RTO | Educational Expert |
| Australian Meat Industry Council | Lyle Ward | National | Industry Association | Abattoirs |
| Australian Meat Industry Council | Stuart Fuller | National | Industry Association | Retail |
| Axial Training Pty Ltd | Troy Rowston | QLD | RTO | Educational Expert |
| BE Campbell | JayJay Pula | NSW | RTO | Educational Expert |
| Big Meats | Cheyenne Slaats | QLD | Industry Employer | Abattoirs |
| Big River Pork | Jason Hampel | SA | Industry Employer | Abattoirs |
| Bindaree beef | Sandra Trevithick | NSW | Industry Employer / Enterprise RTO | Abattoirs |
| Box Hill Institute | TBA | VIC | RTO | Educational Expert |
| Butcher Girl Alison | Alison Meagher | VIC | Industry Employer | Retail |
| Charles Darwin University | TBA | NT | RTO | Educational Expert |
| Department Agriculture, Water and Environment | Jason Ollington | VIC | Regulator | Regulatory/licensing expertise |
| Department of Natural Resources and Environment | Chris Lyall | TAS | Regulator | Regulatory/licensing expertise |
| Department of Natural Resources and Environment | Emma Watkins | TAS | Regulator | Regulatory/licensing expertise |
| Department of Natural Resources and Environment | Kevin deWitte | TAS | Regulator | Regulatory/licensing expertise |
| Department of Primary Industries and Regions | John Hill | SA | Regulator | Regulatory/licensing expertise |
| Department of Primary Industries Food Authority | Mark Mackie | NSW | Regulator | Regulatory/licensing expertise |
| FGM Consultants Pty Ltd | Michael Grogan | VIC | RTO | Educational Expert |
| Fletcher International Exports | John Toy | NSW/WA | Industry Employer / Enterprise RTO | Educational Expert |
| Fletcher International Exports | Tarquinn Goodwin | NSW/WA | Industry Employer / Enterprise RTO | Skins & wool/Educational Expert |
| Fletcher International Exports | Luke Jenkins | NSW/WA | Industry Employer / Enterprise RTO | Operations/Educational Expert |
| Fletchers International Exports | Ty Arnold | NSW/WA | Industry Employer / Enterprise RTO | Abattoirs/ Livestock |
| Food Safety Operations Qld/ FS Alliance | Suzanna Roeger | QLD | RTO | Educational Expert |
| Food Safety Operations Qld/ FS Alliance | Caitlin Carruthers | QLD | RTO | Educational Expert |
| Gunbalanya Meats | Gordon Munroe | NT | Industry Employer | Abattoirs |
| Gundagai Meat Processors | David Clapham | NSW | Industry Employer | Abattoirs |
| HW Greenham & Sons Pty Ltd | Alistair Baker | VIC/TAS | Industry Employer | Abattoirs |
| HW Greenham & Sons Pty Ltd | Glenn Southward | VIC/TAS | Industry Employer | Abattoirs |
| HW Greenham & Sons Pty Ltd | Sharon Bundy | VIC/TAS | Industry Employer | Abattoirs |
| HW Greenham & Sons Pty Ltd | Helen Grieve | VIC/TAS | Industry Employer | Abattoirs |
| HW Greenham & Sons Pty Ltd | Mark Garrard | VIC/TAS | Industry Employer | Abattoirs |
| HW Greenham & Sons Pty Ltd | Ryan Murphy | VIC/TAS | Industry Employer | Abattoirs |
| Independent Institute of Food Processing | Cees Wesselingh | SA | RTO | Educational Expert |
| JBS Foods Ptd Ltd | Jodi Stover | QLD/NSW/VIC/SA/TAS | Industry Employer / RTO | Educational Expert |
| JBS Foods Ptd Ltd (Southern Livestock) | Rod Mitchell | VIC | Industry Employer / Enterprise RTO | Educational Expert |
| Jones Meat Mart | Pat Carmody | NT | Industry Employer | Retail |
| Katherine Pastoral Company | Neil Barrie | VIC | Industry Employer | Abattoirs |
| Kimberley Meat Company | Stewart Carragher | WA/NT | Industry Employer | Abattoirs |
| Legal Metrology Branch | Gavin Watts | National | Regulator | Regulatory/licensing expertise |
| Lowes Meat & Co | Wilson Lowe | SA | Industry Employer | Retail |
| Macro Meats-Gourmet Game | Doug Jobson | SA | Industry Employer | Abattoirs |
| Meat & Livestock Australia | Doug Piper | National | Industry Association | Retail |
| Meat Inspectors | Cameron Dart | National | Regulator | Regulatory/licensing expertise |
| National Measurement Institute | Kerynne Birch | National | Regulator | Regulatory/licensing expertise |
| National Measurement Institute | Michael Bryan | National | Regulator | Regulatory/licensing expertise |
| Nolan Meats Pty Ltd | Younkyoung (Kay) Goh | QLD | Industry Employer | Abattoirs |
| Northern Meat Cooperative | Mark Jolley | NSW | Industry Employer | Abattoirs |
| Oakey Beef Exports Pty. Ltd. | Malcom McBride (Mal) | National | Industry Employer | Abattoirs |
| Pacific Australian Labour Mobility (PALM) | TBA | National | Industry Association | Meat Processing |
| Response Group | Kate Christensen | NSW/ QLD/TAS/VIC | RTO | Educational Expert |
| Sellers Quality Meats | Rod Sellers | NSW | Industry Employer | Retail |
| South West TAFE | Mick McCartney | VIC | RTO | Educational Expert |
| South West TAFE | Gerry Sedgman | VIC | RTO | Educational Expert |
| Swickers Kingaroy Bacon Factory Pty Ltd | Josh Bayliss | QLD | Industry Employer | Abattoirs |
| TAFE NSW | Benjamin Barrow | NSW | RTO | Educational Expert |
| TAFE NSW | Wayne McGee | NSW | RTO | Educational Expert |
| TAFE NSW | Michael Knowles | NSW | RTO | Educational Expert |
| TAFE Queensland | Scott Clarke | QLD | RTO | Education Expert |
| TAFE Queensland | Sheldon Becker | QLD | RTO | Educational Expert |
| TAFE SA | Shane O’Dea | SA | RTO | Educational Expert |
| TAFE SA | Roger Lusher | SA | RTO | Educational Expert |
| TAS TAFE | Tim Cox | TAS | RTO | Educational Expert |
| Teys Australia | Lyle Davies | QLD/VIC/NSW/SA | Industry Employer | Abattoirs / Food Service / Retail |
| The Local Meat Glenelg | Grant Meneghetti | SA | Industry Employer | Retail |
| Thomas Foods International | Damith Diunugalage | SA/NT/VIC/ NSW/QLD | Industry Employer | Abattoirs/ Food Service / Retail |
| Thomas Foods International | Lisa Murphy | SA/NT/VIC/ NSW/QLD | Industry Employer | Abattoirs |
| Training and Quality Management Services Pty Ltd (TQMS) | John Price | National | RTO | Educational Expert |
| Training Solutions Australia Pty Ltd | Joanne Watts | WA | RTO | Educational Expert |
| V & V Walsh | Troy Lucy | WA | Industry Employer | Abattoirs |
| William Angliss Institute | Trevor Eden | National | RTO | Educational Expert |
| William Angliss Institute | Ray Ashman | National | RTO | Educational Expert |
| Wingham Beef Exports | Shayne Russell | NSW | Industry Employer | Abattoirs |

Distribution of key stakeholders

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Stakeholder Type | National | ACT | NSW | NT | QLD | SA | TAS | VIC | WA |
| RTOs / Educational Expert | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill |
| Industry Employer | Checkmark with solid fill |  | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill |
| Industry Association / Peak industry body | Checkmark with solid fill |  |  |  |  |  |  |  |  |
| Regulator / Licensing | Checkmark with solid fill |  | Checkmark with solid fill | \* | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill |  |
| Union | Checkmark with solid fill |  |  |  |  |  |  |  |  |
| STA/TTA/ITAB/CMM\*\* | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill |

\*Additional representation by the Technical Committee, for further details please see the Technical Committee Terms of Reference for the Essential Meat Processing project.

\*\*Please note that all STA/TTA/ITAB/CMMs will be contacted throughout the project but have not been specifically listed in the Organisations for Targeted Consultations table.

Communications channels, tools and purpose

**Skills Insight and MINTRAC Website**

* The [Skills Insight website](https://skillsinsight.com.au/project/essential-meat-processing-skills-project/) will be the key information tool, where industry can find all the information they need about the project and activities. This dedicated webpage will exist for the duration of the project which will also include mechanisms for registering interest and feedback, such as registration details for workshops and newsletters. It will also be where the draft units, skill sets and qualifications are published and provide a key mechanism for collecting feedback on the drafts via the Feedback Hub.
* The [MINTRAC website](https://www.mintrac.com.au/page.asp?p=277) will provide stakeholders with a snapshot of the project and connect them to the Skills Insight webpage for further information.

**Skills Insight and MINTRAC newsletter and news alerts**

* Timely news alerts will also be distributed to project and sector-specific subscribers whenever there is a project update.
* The Skills Insight and MINTRAC general newsletters will provide regular updates to all subscribers on project activities and opportunities to be involved.

**Social media**

* a useful and timely tool for sharing updates about project development and consultation activities
* by sharing images from site visits and workshops we can update stakeholders on engagement activities and encourage interest and input into the project
* larger project updates will incorporate a link to the Skills Insight website for further information
* interested stakeholders can share the posts on their own accounts and networks
* social media platforms:
  + [LinkedIn](https://www.linkedin.com/company/skillsinsight).

**Industry media**

* A range of key stakeholder organisations with influential newsletters will be encouraged to share news of the project activities and consultation opportunities with their networks.

**Email/mail merge**

* To engage in topics related to specific stakeholder groups, i.e. RTOs, government departments of key industry associations around matters related to delivery, funding or employment considerations.

**Site visits**

* These visits provide a unique opportunity to witness firsthand the crucial skills required for the job role and gather key knowledge to support the development of the drafts.

**Workshops and meetings**

* To provide further information about:
  + updates to the training package products
  + to ask questions about the project
  + how to provide feedback.

**Regular updates to STAs/TTAs/ITABs/CMM:**

* direct monthly emails to inform of project updates
* state/territory based virtual meetings at each consultation phase
* invitations to provide support for final drafts.

Consultations

The training package products in this project will be drafted in consultation with subject matter experts and their networks. At the broad public consultation stage, the project team then presents and discusses the draft training package products, collecting feedback from a wide range of stakeholders across the country. While specific public consultation dates are identified, feedback is welcomed at any time, and will help the project team in drafting the training package products. Stakeholders are encouraged to contact the project team via the [Skills Insight website](https://skillsinsight.com.au/project/essential-meat-processing-skills-project/).

| Consultation type | When/where | Details |
| --- | --- | --- |
| Technical Committee meetings | Project commencement, online.  Draft development, face-to-face and online.    Additional meetings may occur in response to project needs, online.  Final draft, face-to-face or online. | The technical committee will convene at the start of the project to sign off on project documents.  Meetings will be held to define the skills standards required, including revising and drafting training products. The technical committee members review their industry specific sector with some collaboration on common training products.  Additional meetings with the technical committee will take place if/when required to address any conflicting feedback and/or seek further advice.  A final meeting with the technical committee will be held at the end of the project to view and acknowledge the final training product drafts before submission for endorsement. If this meeting is not face-to-face, recommendation that the training products are broken down to industry sectors and meetings to be held virtually with one session for all common training products, each meeting is anticipated to be 1-2 hours respectively. |
| Site Visits | Victoria  South Australia  Queensland  New South Wales | Site visits are proposed for a range of locations covering both metro and regional businesses.  These visits provide a unique opportunity to witness firsthand the crucial skills required for the job role and gather key knowledge to support the development of the drafts. |
| Broad consultation: Public and Government Consultation phases | Nine face to face broad consultation meetings around the country and 2 online sessions.  Targeted meetings online for STAs/TTAs/ITABs/CMMs. | Given the size and complexity of the project, broad consultation on the drafts will occur over 8 weeks. Additional time has also been incorporated into the timeline to accommodate for any additional consultation that may be required.  People from all backgrounds are encouraged to attend and provide feedback/contribute.  A combination of surveys and the Skills Insight Feedback Hub will be utilised to be used to capture [feedback](#feedback).  STAs/TTAs/ITABS/CMM will be invited to targeted meetings at each consultation phase to discuss the project and are also welcome to attend public consultation workshops.  Individual phone calls/meetings to discuss the project will take place if/when required. |
| Public Consensus Gathering workshops | Proposed 2 public Consensus Gathering workshops.  Online. | To provide project information to the wider network and to seek support of any proposed solutions, final draft materials and further recommendations prior to final steps to submit for endorsement. |

Feedback

Receiving feedback from a broad range of stakeholders is essential to the training package product development process.

How to provide feedback

* During broad consultation workshops (virtual and face-to-face)
* Contact the project team:
  + Lucinda O’Brien

Project Manager, Skills Insight

03 9321 3509

[lucinda@skillsinsight.com.au](mailto:lucinda@skillsinsight.com.au)

* + Mark Wadsworth

Stakeholder Engagement Manager/Project Manager

0408 612 883

[mwadsworth@mintrac.com.au](mailto:mwadsworth@mintrac.com.au)

* Feedback Hub and Surveys - available during development, broad consultation and Consensus Gathering phases on the [project webpage](skillsinsight.com.au/project/essential-meat-processing-skills-project/).
* Website [contact form](https://skillsinsight.com.au/contact/)

What happens to the feedback?

All feedback received is recorded in a Consultation Log for the project. This log will be updated after each phase of the project and will be publicly available on the [project webpage](https://skillsinsight.com.au/project/essential-meat-processing-skills-project/).

This log will include:

* generic stakeholder information (stakeholder type and location)
* method feedback was received
* feedback received
* consideration and proposed resolution, including justification of why feedback may not have been incorporated
* general summary of all feedback received and how it has been addressed in the draft training package products.

Conflicting feedback

When feedback received is varied and a broad consensus is not able to be achieved from the feedback alone, the project team will engage with subject matter experts in the technical committee or other targeted specialists (such as regulators or relevant government departments) for their expertise to work towards an agreeable solution. In some cases, an additional review phase may need to take place followed by another round of public consultation in order to address the draft training package products in question.

After all methods to address conflicting feedback have been undertake and consensus is unable to be reached, a formal dispute resolution process may be undertaken according to the processes outlined in the [Training Package Product Development and Endorsement Process Policy](https://www.dewr.gov.au/skills-support-individuals/resources/training-package-products-development-and-endorsement-process-policy).

As with all other feedback, this process and its outcomes will be recorded and made publicly available in the project’s Consultation Log.

Technical Committee sign-off

The Essential Meat Processing Skills project Technical Committee has reviewed and contributed to this Consultation Strategy as required, and gave their support on 27 February and 6 March 2024.