

Companion Volume

Implementation

Guide notes

Skills Insight

MINTRAC
RESPECTED LEADERS IN INDUSTRY TRAINING

This project is being managed by MINTRAC as part of their collaborative partnership with Skills Insight.

About the Certificate II in Meat Retailing:

Clarifying that the units marked as 'Not in project' are included in the Certificate II in Meat Retailing. They have not been reviewed as part of the current project – this will occur in a future project.

The total number of units required for the Certificate II in Retailing has been reduced to 14.

Two units have been 'unmerged' (AMPR105 Provide service to customers and AMPR106 Process sales transactions) and both updated for inclusion in the Certificate II in Meat Retailing.

About the Certificate II in Meat Processing:

Mandatory workplace requirements (MWR) have been added to many units, but not core units.

Performance Evidence volume and frequency has been updated to accommodate performance in micro or large processing premises, where appropriate. Included is a requirement in most units for the assessor to observe the individual carrying out the task for a minimum of 15 minutes, as well as evidence of working on two shifts, on the job. This has been added to ensure that assessment is robust, meaningful, sufficient and valid.

All units:

Throughout the units, the Knowledge Evidence dot point:

- key information included in relevant regulations and the current Australian Standard for meat processing.

has been replaced with:

- workplace requirements for [insert job task].

In Assessment Conditions, 'relationships' replaced with 'personnel' throughout.

The Assessment Conditions specify that simulated assessment of skills is acceptable for core units (to encourage uptake of units in a variety of settings, including VET in Schools), for units where the content covers situations that are dangerous or unlikely to occur during everyday work, such as AMPLSK2X04 Perform emergency kill, or where a simulated environment can be appropriately set up for assessment, such as for several Retail (RET) units.

Where simulated assessment is acceptable to industry, the Assessment Conditions specify that:

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a meat processing premises or an environment that accurately reflects workplace conditions

Performance Evidence volume and frequency has been updated in most units to include that the assessor must observe the individual carrying out the task for a minimum of 15 minutes. This has been added to ensure that assessment is robust, meaningful, sufficient and valid.

There have been general edits/wording updates throughout.

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Additional notes for the CVIG

Context of delivery for the Certificate II

The context for delivery has been noted in the Application of most units as saying that the 'unit applies to individuals who work under general supervision in a meat processing premises', or a 'meat processing or retailing premises', or a 'meat retailing premises'.

'Meat processing premises' may include one or all of the following: slaughtering premises

- slaughtering premises
- boning room
- knackery
- retailing premises
- offal processing room
- meat storage facility
- wild game meat processing premises
- wild game field depot
- rendering premises
- smallgoods processing premises
- wild game field harvester vehicle
- value adding premises
- poultry processing premises
- pet food processing premises
- mobile abattoir
- mobile butcher
- food services
- cold storage business
- chilling and freezing areas
- food service operations
- smallgoods factory
- wholesale butchery
- game meat processing establishment
- pet food premises.
- farmed game processing premises.

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Performance evidence assessment

Many units have been updated to include 'Mandatory Workplace Requirements', which means that Performance Evidence must be performed in and collected from a workplace.

The units that would be assessed in a slaughtering environment, have detail about assessment in a 'micro meat processing premises', or a 'larger meat processing premises'.

For the purposes of training and assessment, a 'micro meat processing premises' is defined as:

- operating fewer than four days a week with a small throughput for one or more species, or
- employing fewer than four workers on the processing floor.

An example of the approach is included in the extract from AMPCRP2X15 Trim forequarter to specification:

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has trimmed forequarters to specification, following workplace requirements, in a micro or larger meat processing premises.

In micro meat processing premise

For large stock, the assessor must observe the individual working on a minimum of 2 carcasses and for small stock, a minimum of 6 carcasses. Where more than one small stock species is being processed, the assessor must observe the individual working on a total of 6 carcasses.

There must also be evidence that the individual has completed 2 shifts in the position fulfilling workplace requirements (these shifts may include normal rotations into and out of the relevant work task).

In larger meat processing premises

For large stock an assessor must observe the individual working on a minimum of 4 carcasses or for 15 minutes, whichever comes first.

For small stock an assessor must observe the individual working on a minimum of 100 carcasses or for 15 minutes, whichever comes first.

There must also be evidence that the individual has completed 2 shifts in the position fulfilling workplace requirements (these shifts may include normal rotations into and out of the relevant work task).

Mandatory workplace requirements

All performance evidence specified above must be demonstrated in a meat processing premises.

The evidence requirements for assessment in 'larger meat processing premises' include an option for numbers to be completed, or observation of the individual carrying out the task over 15 minutes, as well as evidence of working on two shifts, on the job.

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This approach has been taken to ensure that assessment is meaningful, robust, sufficient and valid.

The following section about Assessment methods is already included in the CVIG, but updated to address the Standards for RTOs 2024, which come into full regulatory effect from 1 July 2025. Updates are highlighted in yellow.

Assessment methods

A variety of assessment methods are recommended for use with the AMP Australian Meat Processing Training Package.

Note that the RTO Standards 2024 specify that assessment should be consistent with the principles of assessment and rules of evidence.

Principles of Assessment

Assessment must demonstrate:

Fairness	assessment takes into account VET student needs, including through applying adjustments where appropriate and enabling reassessment if necessary
Flexibility	assessment is appropriate to the context, training product and VET student, and assesses skills and knowledge held by the VET student irrespective of how or where they have been acquired
Validity	assessment of skills and knowledge is integrated with practical application and would enable the VET student to demonstrate these skills and knowledge in similar situations
Reliability	assessment evidence is interpreted consistently by assessors and the outcomes of assessment are comparable irrespective of the assessor conducting the assessment

From page 5, Standards for Registered Training Organisations (RTOs) 2024

Rules of evidence

Assessors must make individual assessment judgements that are justified based on the following rules of evidence:

Validity	the assessment evidence assures the assessor that the VET student has the skills and knowledge described in the training product
Sufficiency	the quality, quantity and relevance of the assessment evidence enables a judgement of competency to be made

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Authenticity the assessment evidence presented is the VET student's own work

Currency the assessment evidence demonstrates the current skills and knowledge of the VET student.

From page 5, Standards for Registered Training Organisations (RTOs) 2024

Assessment methods and evidence

Most of the updated Assessment Conditions still specify that:

'Assessment for this unit must include at least three forms of evidence.'

This is included to promote good practice assessment processes.

Assessment methods that are appropriate for assessing skills and knowledge included in AMP units are noted in the table below, along with the types of evidence the method generates.

Assessment of:	Assessment method:	Evidence for this method:
Performance Evidence	Observation of practical skills (face to face or using online, real-time technology)	Observation checklist (paper-based or digital) noting what has been observed, dates and times Logbook/third party report signed off by a suitably qualified supervisor where required (see below for 'ante and post-mortem units') Shift reports, which may be generated from a workplace system (no requirement for provider to have VET qualifications) Digital recording of performance Photographs of performance
Performance Evidence Knowledge Evidence	Oral questioning (of knowledge and contingencies)	Paper-based or digital written record of responses Voice recording
Performance Evidence	Third party report or shift report	Note: 'ante and post-mortem' units specify that the assessor must be 'suitably qualified'. Where not specified, third party reports may be provided by workplace supervisors who do not need to have a Certificate IV in TAA, or the Assessor Skill Set.

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Knowledge Evidence	Written questions (quiz, short answer, multiple choice, open or closed-book exam) – paper-based or online	Written responses (paper-based or digital)
Knowledge Evidence	Project or assignment with clear guidelines about content that must be included	Paper-based or digital (and possibly graphic) written responses
Performance Evidence (depending on the unit) Knowledge Evidence	Oral presentation	Digital recording Observation checklist (paper-based or digital) Presentation aids (e.g. audio/visual presentations or supporting handouts)

For further information about developing or contextualising assessment tools that meet the requirements of the Standards for RTOs, go to <https://www.asqa.gov.au/resources/guides/guide-developing-assessment-tools>.

(repeated information stops here)

Colour blindness

Job tasks, or units of competency that include identifying defects or contamination, require that individuals see colour. This check should be carried out by the RTO before enrolling students. Note that adaptive technologies are emerging to assist individuals to see colour with accuracy.

Australian Standards

The following will be added to the list included in the CVIG

- AS 4465-2006 Construction of premises and hygienic production of poultry meat for human consumption
- Australian Animal Welfare Standards and Guidelines for Poultry

The use of 'where used' or 'where required'

Some Performance criteria include 'where used' or 'where required'. This phrase has been carefully considered during the development of units. It has been added where there are variations in what is required of a work task, between different employers and with work on different species. Where the Performance Criteria applies, it must be delivered and assessed.

Importing country requirements

Some AMP units of competency and skill sets cover the skills and knowledge required under trade deals set up with countries that import Australian meat. Examples include:

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- AMPCLE2X04 Clean amenities and grounds (meets importing requirements for EU)
- Animal Welfare Officer Skill Set
- Animal Welfare Assistant Skill Set.
- Any others?

Risks of zoonotic diseases

There are risks of exposure to zoonotic diseases, when working to process meat, especially for those working in slaughtering premises, wild game animal processing premises, wild animal field harvesting or storage sites where cattle, sheep, goats, horses, camels, alpacas and kangaroos are processed.

Personnel at high risk of Q Fever are those that handle live animals, come in contact with wool or hides, animal faeces, urine or birth products. Personnel involved in boning, slicing, packing, manufacturing and retail are not at risk provided these operations are not conducted on the same site as the slaughtering.

Workers should use personal protective equipment (including gloves), especially when working on the following tasks:

- Working with small stock, especially ovines – risk of 'scabby mouth'
- Ante mortem and postmortem on pigs - swine erysipelas (or diamonds disease), which is contagious to humans
- Evisceration of pigs and calves including kidney removal – risk of leptospirosis (organisms are found in the urinary system: bladder, kidneys, urethra, and can spread during removal of these parts of the body)
- Handling slinks or opening placentas - risk of brucellosis
- Head and tongue removal of sheep and goats - risk of pustular dermatitis (also known as ORF)
- Field harvesting of wild boar - possible leptospirosis.