**5 j\**

|  |
| --- |
| **Trainer and Assessor Profile**  Leticia Johnson |
|  |

|  |  |
| --- | --- |
| Trainer/Assessor Details |  |
| Name: | Leticia Johnson |
| Date: | 1/4/2021 |
| Email: | [Leticia.johnson@jbssa.com.au](mailto:Leticia.johnson@jbssa.com.au) |
| Phone: | 0459 309 496 |
| DOB: | 01/06/1985 |
| USI: | CQTG642Q68S  (if no USI please visit [www.usi.gov.au](http://www.usi.gov.au) to register) |

This document forms part of the evidence of meeting VET Quality framework requirements

Contents

[Section 1: Training Delivery 3](#_Toc68019457)

[1.1 Qualification 3](#_Toc68019458)

[1.2 Units of Competency 3](#_Toc68019459)

[Section 2: Qualification and Experience 5](#_Toc68019460)

[Table 1: TAE Qualifications 5](#_Toc68019461)

[Table 2: VET/Trade Qualifications 5](#_Toc68019462)

[Table 3: Industry Work History 6](#_Toc68019463)

[Section 3: Professional Development 7](#_Toc68019464)

[Section 4: Vocational competency and Industry currency 8](#_Toc68019465)

[Section 5: Mapping Information 11](#_Toc68019466)

[Section 6: RTO Checklist 22](#_Toc68019467)

[Section 7: Trainer Confirmation 22](#_Toc68019468)

JBS Australia values quality and understands the importance of Training and Assessment staff providing a quality standard of delivering training, across all Queensland operations. This document encompasses all evidence gathered for each Trainer and Assessor and identifies all competencies which meet the requirements, to deliver training and assessment activities across JBS Australia Queensland sites.

|  |  |  |
| --- | --- | --- |
| **RTO Compliance Management Statement** | | |
| JBS Australia has established and verified the Trainer/Assessor qualifications recorded on this profile document, including equivalent vocational competence, relevant industry experience and professional development activities.  Based on the evidence provided, this Trainer/Assessor is approved by the RTO to deliver qualifications including the units of competency under the conditions specified in the Training and Assessment Strategy (TAS) documents for the qualifications listed in Section 1. | | |
| Name of Group RTO Coordinator | **Signature** | **Date** |
| Jodi Stover |  | 16/4/2021 |

# Section 1: Training Delivery

## 1.1 Qualification

Based on the evidence provided, this Trainer and Assessor is approved by the RTO to deliver qualifications, including the units of competency, under the conditions specified in the Training and Assessment Strategy (TAS) documents for the qualification listed below:

|  |  |
| --- | --- |
| **Qualifications delivered by Trainer and Assessor** | |
| AMP20316 | Certificate II in Meat Processing (Abattoirs) |

## 1.2 Units of Competency

Units of competency able to be delivered by Trainer and Assessor:

|  |
| --- |
| **Units of Competency** |
| **Holds qualification:** |
| AMPCOR201 Maintain Personal Equipment |
| AMPCOR202 Apply Hygiene and Sanitation Practices |
| AMPCOR203 Comply with Quality Assurance and HACCP requirements |
| AMPCOR204 Follow safe work policies and procedures |
| AMPCOR205 Communicate in the workplace |
| AMPCOR206 Overview the Meat Industry |
| AMPX209 Sharpen knives |
| AMPX202 Clean work area during operations |
| AMPA2044 Trim neck |
| AMPA20465 Trim forequarter to specification |
| AMPA2046 Trim hindquarter to specification |
| AMPA2047 Inspect hindquarter and remove contamination |
| AMPA2048 Inspect forequarter and remove contamination |
| **Industry Experience:** |
| AMPA2049 Remove spinal cord |
| AMPA2068 Inspect meat for defects |
| AMPA2069 Assemble and prepare cartons |
| AMPA2070 Identify cuts and specifications |
| AMPA2071 Pack meat products |
| AMPA2078 Inspect meat for defects in a packing room |
| AMPA2109 Store carcase product |
| AMPA2110 Store carton product |
| AMPX208 Apply environmentally sustainable work practices |
| AMPA2111 Locate storage areas and product |
| AMPX205 Clean chillers |
| AMPA3068 Prepare and despatch meat products |

# Section 2: Qualification and Experience

Trainers and Assessors who hold the TAE40110 or TAE40116 qualification or equivalent will be eligible to undertake Training and Assessment of students at JBS Australia. This qualification, combined with the relevant required skill set, is a requirement as specified in the Standards for RTOs 2015.

To establish that trainers and assessors hold the National Skill Standards Council (NSSC) ***minimum requirements*** of qualifications or competencies for trainers, persons delivering training under supervision, and assessors in the VET sector.

### Table 1: TAE Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| **Trainer and Assessor Qualifications and Skill Sets** | | | |
| Name of Qualification | **Issuing Institution** | **RTO Code** | **Date of Issue** |
| TAE40116 Certificate IV in Training and Assessment | Blueprint Career Development | 30978 | 9 Apr 2019 |

### Table 2: VET/Trade Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| **VET/Trade Qualifications** | | | |
| Name of Qualification | **Issuing Institution** | **RTO Code** | **Date of Issue** |
| MTM20100 Certificate II in Meat Processing (Abattoirs) | AMH Pty Limited | 5397 | 23 Aug 2006 |
| MTM40211 Certificate IV Meat Processing (Meat Safety) | Symbio Alliance | 31329 | 5 Sept 2013 |

### 

### Table 3: Industry Work History

|  |  |  |
| --- | --- | --- |
| Industry Skills and Experience (Employment relevant to Section 1) | | |
| Employer Details | **Summary of employment** | **Dates and Relevance** |
| Consolidated Meat Group | Slicing  Labouring Tasks | 1979 - 2002 |
| JBS Australia Pty Ltd (formerly Swift Trade and AMH) | Slicing, Pre-trim  Workplace Trainer/Assessor  Training on the job  Completion of Assessments  Delivery of Pre Requisite Training | 2002 – 2007  2007 – 2010  2010 - Current |
| Competent Date: | **Specialist areas:** | **Relevant to:** |
| 15/6/2020  21/4/2020  30/10/2019  20/1/2020  3/7/2020  24/2/2021  30/6/2020  30/6/2020  25/9/2020 | **Kill Floor**   |  |  |  | | --- | --- | --- | | |  | | --- | | KF74(A)\_V3 - Record Dentition | | KF77(A)\_V1 - Disease Terminal Recording | | |  |   **Slicing**   |  | | --- | | SL01\_V2 - Forequarter Slicing | | SL02\_V2 - Hindquarter Slicing | | SL05\_V3 - Slicing Value Added |   **Cryovac**   |  | | --- | | CS23\_V4 - Cryovac Reinspection |   **Other:**  PRC127 Manual handling  First aid/CPR  PRC50 allergen training  PRC04 hot water handling  Train the trainer  Respectful behaviours  PRC09 Knife safety | AMPCOR201  AMPCOR202  AMPCOR203  AMPCOR204  AMPA2045  AMPA2046  AMPA2047  AMPA2048  AMPX209  AMPA2049  AMPA3068  AMPA2044  AMPX202  AMPA2070  AMPA2071  AMPA2078  AMPA2109  AMPA2110  AMPX208  AMPA2111  AMPX205 |

*(Sourced from: LMS learning history)*

# Section 3: Professional Development

Vocational skills as they relate to VET practitioners are defined as “The skills necessary to competently perform, to an industry acceptable standard, the functions of the occupation for which they train and/or assess learner competency. By skills is meant both the ability to undertake and complete a series of specified tasks (technical skills) and the personal attributes (employability skills) that enterprises and industry associate with a ‘work ready’ individual. Employability skills include those relating to communication, team work, problem-solving, initiative and enterprise, planning and organisation, self-management, learning and technology.”

Examples of professional development activities include:

* Participating in courses, workshops, seminars, and conferences: trainers and assessors can attend both external and internal courses—that is, courses developed by professional development providers and internal programs developed and delivered by your RTO.
* Demonstrating recent completion of a VET training product.
* Participation in learning networks—there are various professional associations which provide educative forums about vocational training and assessment.
* Personal development through reading of publications and other relevant information.
* Participation in validation or moderation activities.
* Shadowing or working closely with other trainers’ and assessors’

|  |  |
| --- | --- |
| Trainer and Assessor Professional Development Activity | |
| Section A – Internal VET Learning Activities  Use this section to record attendance at team briefs and other internal VET workshops or information sessions. | |
| Training Meeting | 26.11.18 |
| Training Meeting | 24.02.19 |
| VETtrak training at HO | 25.01.19 |
| Training Meeting | 18.03.19 |
| LLN workshop | 19.03.19 |
| Training Meeting | 27.09.19 |
| Training Meeting | 30.09.19 |
| Training meeting | 14.02.20 |
| Designing and developing learning that sticks (Webinar) | 22/06/2020 |
| The design and development of assessment tool part 1 (Webinar) | 23/06/2020 |
| Unpacking training packages to meet client needs (Webinar) | 24/06/2020 |
| Enhancing learning in the workplace (Webinar) | 26/06/2020 |
| JBS Train the trainer (pilot course) | 10.09.2020 |
| JBS Train the trainer (pilot course) | 15.09.2020 |
| JBS Train the trainer (pilot course) | 17.09.2020 |
| JBS Train the trainer (pilot course) | 24.09.2020 |
| JBS Train the trainer review | 25.09.2020 |

### 2019

|  |
| --- |
| Trainer and Assessor Professional Development Activity |
| Section B – Field Experience  Use this section to record work/field rotation activities. Include all relevant experience including unplanned activities. |

|  |  |  |
| --- | --- | --- |
| **Date(s) of activity** | **Activity Type** | **Relevant unit(s) of competency** |

|  |  |  |
| --- | --- | --- |
| 20.02.19 | Induction | Conduct induction for new employees |
| 28.02.19 | Employee handbook delivery | Team handbook and code of conduct |
| 10.04.19 | Induction |  |
| 03.05.19 | Task description update process | OF75 Kill floor blow tank |
| 07.05.19 | Task description update process | LA26, LA27, OF75 |
| 08.05.19 | Task description update process | LA26, LA27, OF75 |
| 09.05.19 | Task description update process | LA26, LA27, OF75 |
| 21.05.19 | Task description update process | Stores tasks (no code chosen as yet) |
| 22.05.19 | Task description update process | Stores tasks (no code chosen as yet) |
| 23.05.19 | Task description update process | LA26 |
| 24.05.19 | Task description update process | Stores tasks (no code chosen as yet) |
| 27.05.19 | Task description update process | Stores task, alchemy reporting |
| 28.05.19 | Induction | Induction (no RTO induction) |
| 29.05.19 | Task description update process | Stores task |
| 30.05.19 | Task description update process | Alchemy reporting, Stores assessment |
| 31.05.19 | Task description update process | Stores Assessment |
| 05.06.19 | Induction | Induction (RTO induction) |
| 14.06.19 | Induction | Induction (RTO induction) |
| 19.06.19 | Task description update process | CS04 XRay machine rejects |
| 21.06.19 | Task description update process | LA36 product rework |
| 21.06.19 | Task description update process | CS04 XRay machine rejects |
| 21.06.19 | Task description update process | LA30 Stack Down |
| 24.06.19 | Task description update process | LA30 Stack Down |
| 24.06.19 | Task description update process | LA36 product rework |
| 25.06.19 | Task description update process | LA36 product rework |
| 25.06.19 | Task description update process | LA02 Chiller Assessing |
| 26.06.19 | Induction | Induction (RTO induction) |
| 27.06.19 | Task description update process | LA02 Chiller Assessing |
| 27.06.19 | Task description update process | LA36 Product rework |
| 02.07.19 – 03.07.19 | Task description update process | LA11 Tally Clerk |
| 05.07.19 | Task description update process | LA02 Chiller Assessing |
| 05.07.19 | Task description update process | LA11 Tally Clerk |
| 08.07.19 | Task description update process | OF75 Condemn room blow tank |
| 08.07.19 | Task description update process | PA10 Cryovac rejects packer |
| 09.07.19 | Task description update process | Task implementation process and printing of risk assessments KF17, KF15a, KF18, KF73, KF34a, KF34, KF27a, KF27 & KF27a |
| 10.07.19 | Induction | Induction (RTO induction) |
| 11.07.19 | Task description update process | OF44 Sorting Fat |
| 11.07.19 | Task description update process | OF75 condemn room blow tank |
| 12.07.19 | Task description update process | KF32 Head Removal |
| 12.07.19 | Task description update process | PA15 Product coding |
| 12.07.19 | Task description update process | LA11 Tally Clerk |
| 17.07.19 | Task description update process | Task implementation process and printing of risk assessments KF51, KF57, KF76,  KF82, KF60, KF43, KF75, KF40 |
| 17.07.19 | Task description update process | LA26 Frozen Printerm |
| 18.07.19 | Task description update process | OF24 Packing Fat |
| 19.07.19 | Task description update process | PA10 Cryovac Rejects Packer |
| 22.07.19 | Induction | Induction (RTO induction) |
| 23.07.19 | Task description update process | Task implementation process and printing of risk assessments KF77a, KF28, KF28a, KF83, |
| 24.07.19 – 26.07.19 | Task description update process | PA18 Trimming intercostals |
| 29.07.19 | Induction | Induction (RTO induction) |
| 30.07.19 | Task description update process | Criteria inspection |
| 31.07.19 | Task description update process | Task implementation process and printing of risk assessments KF16, KF99, KF14, PA30, KF31, KF30, LA29, LA27, KF12, PA08, KF07, KF08, KF37, KF29 |
| 05.08.19 | Induction | Induction (RTO induction) |
| 07.08.19 & 8.09.19 | Task description update process and research | CS13 frozen van loading, CS37 ecoli sampling |
| 09.08.19 | Task description update process | CS30 stackdown, CS13 frozen van loading |
| 12.08.19 | Task description update process | CS13 Frozen van loading |
| 13.08.19 | Task description update process | CS37 Frozen E.Coli sampling |
| 14.08.19 | Task description update process | CS13 frozen van loading |
| 19.08.19 | Task description update process | CS37 Frozen E.Coli sampling |
| 20.08.19 | Task description update process | CS13 frozen van loading |
| 21.08.19 | Task description update process | CS13 frozen van loading |
| 23.08.19 | Task description update process | LA24 Criteria Inspection |
| 26.08.19 | Task description update process | LA24 Criteria Inspection, CS13 frozen van loading |
| 27.08.19 | Task description update process | LA24 Criteria Inspection |
| 28.08.19 | Induction | Induction (RTO induction) |
| 30.08.19 | Training administration | Daily use of LMS (Data entry, reports etc), and general administration duties. |
| 02.09.19 | Training administration | Daily use of LMS (Data entry, reports etc), and general administration duties. |
| 04.09.19 | Task description update process | LA24 Criteria Inspection assessment, LA39  DMM packing and machine operation |
| 05.09.19 | Task description update process | Adding CoR section to required TD’s |
| 06.09.19 | Task description update process | LA24 Criteria Inspection assessment |
| 10.09.19 | Task description update process | Stores TD (Di) |
| 11.09.19 – 12.09.19 | Task description update process | Stores TD (Del) |
| 13.09.19 | Task description update process | Stores Assessment (Di) |
| 18.09.19 | Task description update process | Stores TD (Del) |
| 19.09.19 – 20.09.19 | Learning Training administration | Learning new traineeship process and VETtrak system |
| 23.09.19 – 25.09.19 | Learning Training administration | Learning new traineeship process and VETtrak system |
| 26.09.19 – 2.10.19 | Learning Training administration | Learning new traineeship process and VETtrak system |
| 3.10.19 – 4.10.19 | Training administration | Data entry, following RTO requirements (UoC, TPR’s, Traineeship requirements) and general administration duties. |
| 8.10.19 | Training administration | Data entry, following RTO requirements (UoC, TPR’s, Traineeship requirements) and general administration duties. |
| 9.10.19 – 11.10.19 | Learning Training administration | Learning new traineeship process and VETtrak system |
| 16.10.19 & 18.10.19 | Task description update process | LA24 Criteria Inspection TD & assessment  CS36 Loading marshall TD & assessment |
| 21.10.19 – 22.10.19 | Task description update process | PA11 pack trimmings & LA39 DMM TD & Assessments |
| 23.10.19 | Induction | Induction (RTO induction) |
| 24.10.19 – 25.10.19 | Learning Training administration | Learning new traineeship process and VETtrak system, Summatives Due |
| 29.10.19 | Task description update process | LA39 DMM packing and machine operation  PA11 Packing Trimmings |
| 30.10.19 | Task description update process | VP12 Packing fat TD & Assessment |
| 31.10.19 | Task description update process | VP14 Packing Leg bones TD & Assessment |
| 01.11.19 | Task description update process | VP12 Packing fat TD & Assessment |
| 7.11.19 | Task description update process | VP14 Packing Leg bones TD & Assessment |
| 8.11.19 | Task description update process | VP13 Packing Neck bones TD & Assessment |
| 12.11.19 | Training new trainer | Explained paperwork and validations |
| 13.11.19 | Task description update process | Amendments  VP15 Packing brisket fingers & channel meat TD & Assessment, Corrections to LA36 Product rework |

### 2020

|  |  |  |
| --- | --- | --- |
| Section B – Field Experience  Use this section to record work/field rotation activities. Include all relevant experience including unplanned activities. | | |
| Date(s) of activity | **Activity Type** | **Relevant unit(s) of competency** |
| 09.01.20 | Task description update process | Amendments  LA26 Chilled printerm TD & Assessment  LA27 Frozen printerm TD & Assessment |
| 13.01.20 | Task description update process | Amendments  LA11 Tally clerk TD & Assessment  PA15 Product coding TD & Assessment  LA01 Beef Pushing TD & Assessment |
| 14.01.20 | Task description update process | Amendments  VP14 Packing Leg bones TD & Assessment  CS36 Loadout Marshall TD & Assessment  CS37 E.coli Sampling TD & Assessment |
| 15.01.20 | Induction | Induction (RTO induction) |
| 16.01.20 | Task description update process | Risk assessments KF41 Side scales, OF41 Processing split, OF70 Trim unsplit, OF71 Pull un-split, OF72 squeeze unsplit |
| 17.01.20 | Task description update process | Amendments  KF25 Hide puller TD & Assessment |
| 20.01.20 | Task description update process | Amendments  CS42 Frozen Stackdown TD & Assessment |
| 21.01.20 | Task description update process | Amendments  KF25 Hide puller TD & Assessment |
| 22.01.20 | Task description update process | Amendments  CS42 Frozen Stackdown TD & Assessment |
| 23.01.20 | Learning Training administration | Developing instruction manual |
| 24.01.20 | Task description update process | Amendments  CS42 Frozen Stackdown TD & Assessment |
| 27.01.20 | Learning Training administration | Developing instruction manual |
| 28.01.20 | Learning Training administration | Developing instruction manual |
| 29.01.20 | Task description update process | Amendments  KF25 Hide puller TD & Assessment |
| 30.01.20 | Task description update process | Developing stores task descriptions DH25 & DH26 |
| 31.01.20 | Task description update process | Amendments  CS42 Frozen Stackdown TD & Assessment |
| 3.02.20 | Task description update process | Developing stores task descriptions DH25 & DH26 |
| 4.02.20 | Learning Training administration | Developing instruction manual for training administration position |
| 05.02.20 | Induction | Induction (RTO induction) |
| 06.02.20 | Learning Training administration | Developing instruction manual for training administration position |
| 07.02.20 | Task description update process | Developing stores task descriptions DH25 & DH26 |
| 10.02.20 | Learning Training administration | Developing instruction manual for training administration position |
| 11.02.20 | Task description update process | Developing stores task descriptions DH25 & DH26 |
| 12.02.20 | Task description update process | Developing stores task descriptions |
| 13.02.20 | Task description update process | Developing stores inventory task descriptions |
| 14.02.20 – 21.02.2020 | Learning Training administration | Developing instruction manual for training administration position |
| 24.02.2020 – 19.06.2020 | Training Administration role (Maternity relief) | Daily use of LMS (Data entry, reports etc), following RTO requirements using VETtrak (UoC, TPR’s, Traineeship requirements) and general administration duties. |
| 15.06.2020 – 19.06.2020 | Core unit revision | New core unit revision for Jodi Stover. Review and provide feedback for improvements based on industry requirements |
| 22.06.2020 – 26.06.2020 | Training Administration role (Maternity relief) | Daily use of LMS (Data entry, reports etc), following RTO requirements using VETtrak (UoC, TPR’s, Traineeship requirements) and general administration duties. |
| 24.06.2020 – 26.06.2020 | Tablet integration at Beef City | Finished setting up tablets that arrived on site for PRC training. (to make life easier all tablets are set up the same) |
| 29.06.2020 – 03.07.2020 | Training Administration role (Maternity relief) | Daily use of LMS (Data entry, reports etc), following RTO requirements using VETtrak (UoC, TPR’s, Traineeship requirements) and general administration duties. |
| 29.06.2020 – 03.07.2020 | Tablet integration at Beef City | Finished setting up tablets that arrived on site for PRC training. (to make life easier all tablets are set up the same) |
| 06.07.2020 – 10.07.2020 | Training Administration role (Maternity relief) | Daily use of LMS (Data entry, reports etc), following RTO requirements using VETtrak (UoC, TPR’s, Traineeship requirements) and general administration duties. |
| 06.07.2020 – 10.07.2020 | Tablet integration at Beef City | Self-lessons on how to use tablets and assign courses. Assisted when required by Rebekka Small. |
| 13.07.2020 – 17.07.2020 | Training Administration role (Maternity relief) | Daily use of LMS (Data entry, reports etc), following RTO requirements using VETtrak (UoC, TPR’s, Traineeship requirements) and general administration duties. |
| 13.07.2020 – 17.07.2020 | Tablet integration at Beef City | Self-lessons on how to use tablets and assign courses. Assisted when required by Rebekka Small. |
| 20.07.2020 – 08.01.2022 | Training Administration role (Maternity relief) | Daily use of LMS (Data entry, reports etc), following RTO requirements using VETtrak (UoC, TPR’s, Traineeship requirements) and general administration duties. |

### 2021

|  |  |  |
| --- | --- | --- |
| Section B – Field Experience  Use this section to record work/field rotation activities. Include all relevant experience including unplanned activities. | | |
| Date(s) of activity | **Activity Type** | **Relevant unit(s) of competency** |
| 08.01.2021 | Tablets for induction | Trouble shooting tablets in inductions |
| 11.01.2021 – 19.02.2021 | Training Administration role (Maternity relief) | Daily use of LMS (Data entry, reports etc), following RTO requirements using VETtrak (UoC, TPR’s, Traineeship requirements) and general administration duties. |
| 15.02.2021 | Review Core Units | **AMPCOR201, AMPCOR201** |
| 19.02.2021 | Review Core Units | **AMPCOR203, AMPCOR204** |
| 22.02.2021 – 26.02.2021 | Training Administration role (Maternity relief) | Daily use of LMS (Data entry, reports etc), following RTO requirements using VETtrak (UoC, TPR’s, Traineeship requirements) and general administration duties. |
| 25.02.2021 | Review Core Units | **AMPCOR205, AMPCOR206** |
| 01.03.2021 – 12.03.2021 | Training Administration role (Maternity relief) | Daily use of LMS (Data entry, reports etc), following RTO requirements using VETtrak (UoC, TPR’s, Traineeship requirements) and general administration duties. |
| 08.03.2021 – 12.03.2021 | Core unit training review and assistance | First core unit training completed by Jessica Retallick assisted when required by myself |
| 15.03.2021 – 19.03.2021 | Training Administration refresher with Jess as she has returned from maternity leave | Daily use of LMS (Data entry, reports etc), following RTO requirements using VETtrak (UoC, TPR’s, Traineeship requirements) and general administration duties. |
| 18.03.2021 | RTO Hook Up | **Reviewed RTO requirements for ASQA Audit** |
| 18.03.2021 – 19.03.2021 | Core unit training revision | Core unit training notes from J. Retallick reviewed and to be forwarded to J Stover when completed |
| 22.03.2021 | Induction | Induction (RTO induction) |
| 23.03.2021 | Core unit training revision | Core unit training notes from J. Retallick reviewed and to be forwarded to J Stover when completed |
| 23.03.2021 | Task description reviews | Review KF107 kill floor hose down and CS40 automatic wrapping machine and set up risk assessment paperwork for Paul Klein |
| 24.03.2021 | Task description reviews | Review VP06 packing bone in shins and OF02 packing skirts and set up risk assessment paperwork for Paul Klein |
| 24.03.2021 | Task description reviews | Review and make amendments to KF95 Roller cleaning and blood blowing for QA department to review |
| 25.03.2021 | Task description reviews | Review and make amendments to LA02 Chiller Assessing for QA department to review |
| 25.03.2021 | Task description reviews | Review LA59 Mincer operations and set up risk assessment paperwork for Paul Klein |
| 26.03.2021 | Task description reviews | Review and make amendments to DH19 Grounds Person |
| 26.03.2021 | Task description reviews | Review DH30 Plant Sanitising, DH26 Stores person afternoon shift, and set up risk assessment paperwork for Paul Klein |
| 29.03.2021 | Induction | Induction (RTO induction) |
| 30.03.2021 | Task description reviews | Review and make amendments to DH19 Grounds Person |
| 31.03.2021 | Task description reviews | Review and make amendments to DH19 Grounds Person |

|  |  |  |
| --- | --- | --- |
| Section C – Other Activities  Use this section to record all other relevant development activities. These may include:   * Attendance at workshops, seminars and conferences * Conducting field audits and assessments * Coaching and mentoring staff * Course development work * Participation in assessment validation and moderation * Industry-related projects   Other relevant training | | |
| Date(s) of activity | **Activity Type** | **Relevant unit(s) of competency** |
| 01.02.19 | Validation of Assessment Tools | AMPX209 Sharpen Knives |
| 01.02.19 | Development of course materials | AMPX209 Sharpen Knives |
| 19.02.19 | Validation of assessment tool | AMPA2070 Identify cuts and specifications |
| 19.02.19 | Trainer profiles | Shaun Hoopert |
| 21.02.19 | Trainer Profiles | Shaun Hoopert |
| 22.02.19 | Trainer Profiles | Shaun Hoopert |
| 25.02.19 | VETtrack training (Dinmore) | Program used to keep track of traineeships |
| 26.02.19 | Trainer profiles | Shaun Hoopert |
| 27.02.19 | First aid training (Toowoomba) |  |
| 28.02.19 | Trainer profiles | Shaun Hoopert |
| 01.03.19 | Trainer profiles | Shaun Hoopert |
| 01.03.19 | RTO Induction |  |
| 04.03.19 | Trainer Profiles | Greg Butt |
| 05.03.19 | Trainer Profiles | Greg Butt |
| 18.03.19 | Validation of assessment tool | AMPA2070 Identify cuts and specifications |
| 19.03.19 | LLN training |  |
| 20.03.19 | Validation of assessment tool | AMPA2070 Identify cuts and specifications |
| 20.03.19 | Trainer Profiles | Greg Butt / Joanne Davis |
| 21.03.19 | Trainer Profiles | Joanne Davis |
| 26.03.19 | Trainer Profiles | Joanne Davis |
| 27.03.19 | Trainer Profiles | Joanne Davis / Leticia Johnson |
| 28.03.19 | Trainer Profiles | Leticia Johnson |
| 29.03.19 | Cert IV upgrade @ HO | Cert IV TAE 401106 Upgrade |
| 30.05.19 | Overview student handbook |  |
| 30.05.19 | Overview LLN assessment tool |  |
| 03.06.19 | Validation of assessment tool | AMPA2111 Locate storage areas and product |
| 04.06.19 | Review TD update | CS21 Chilled scanner |
| 10.06.19 | Completed validation | AMPA2111 Locate storage areas and product |
| 12.06.19 | Validation | AMPA2045 Trim FQ to specification |
| 20.06.19 | Validation | AMPA2048 Inspect FQ and remove contamination |
| 21.06.19 | Learner resource booklet | AMPA2048 |
| 11.07.19 | Validation | AMPCOR203 |
| 15.07.19 | Validation | AMPCOR203 |
| 16.07.19 | Validation | AMPCOR203 |
| 16.08.19 | Validation | AMPX205 Chiller cleaning |
| 12.09.19 | Small Stuff quick training video | Retrievable questions and answers to use in classroom environment to underpin knowledge of students. |
| 01.10.19 | Validation | AMPA2049 Removal of Spinal Cord |
| 23.10.19 | RTO Induction | Induction |
| 26.09.19 | Fortress learning | Use visual cues to check for understanding |
| 03.10.19 | Fortress learning | Ask the right questions |
| 10.10.19 | Fortress learning | Collecting feedback |
| 17.10.19 | Fortress learning | Creating meaningful hooks |
| 24.10.19 | Fortress learning | Responding with respect |
| 31.10.19 | Fortress learning | Responding to rudeness |
| 07.11.19 | Fortress learning | Use of voice |
| 14.11.19 | Fortress learning | Beware of space |
| 21.11.19 | Fortress learning | Finding out what students know |
| 28.11.19 | Fortress learning | Snowball |
| 05.12.19 | Fortress learning | Organising groups |
| 12.12.19 | Fortress learning | Giving Instructions |
| 19.12.19 | Fortress learning | Getting Organised |
| 26.12.19 | Fortress learning | Positioning |
| 02.01.20 | Fortress learning | Name for brain |
| 09.01.20 | Fortress learning | Structuring information |
| 16.01.20 | Fortress learning | Timing |
| 23.01.20 | Fortress learning | Back to front |
| 30.01.20 | Fortress learning | Time versus attention |
| 06.02.20 | Fortress learning | Breaking sessions |
| 13.02.20 | Fortress learning | Out of hiding |
| 27.02.2020 | Fortress learning | Student do versus teacher do |
| 05.03.2020 | Fortress learning | Making meaning with patterns |
| 12.03.2020 | Fortress learning | Power of pause |
| 19.03.2020 | Fortress learning | Overcoming Learner Discomfort |
| 26.03.2020 | Fortress learning | Overcoming learner discomfort part 2 |
| 02.04.2020 | Fortress learning | Overcoming learner discomfort part 3 |
| 09.04.2020 | Fortress learning | Overcoming learner discomfort part 4 |
| 16.04.2020 | Fortress learning | Expect the best |
| 23.04.2020 | Fortress learning | Power of silence |
| 30.04.2020 | Fortress learning | Avoiding derailment |
| 08.05.2020 | Fortress Learning | Jumble Words |
| 14.05.2020 | Fortress Learning | Hangman |
| 21.05.2020 | Fortress Learning | Jigsaw expert |
| 03.06.2020 | Fortress Learning | Counting down time |
| 04.06.2020 | Fortress Learning | Think, Pair and share |
| 12.06.2020 | Fortress learning | Getting them started |
| 19.06.2020 | Fortress learning | Instructions for larger tasks |
| 26.06.2020 | Fortress learning | P M I for thinking |
| 02.07.2020 | Fortress learning | Explain versus Describe |
| 21.07.2020 | Fortress learning | Power of predictable |
| 21.07.2020 | Fortress learning | Observe with you |
| 24.07.2020 | Fortress learning | Go with it |
| 30.07.2020 | Fortress learning | Top level structure |
| 06.08.2020 | Fortress learning | Visual summary |

\*With the last two years as a guide. Evidence exceeding two years may not meet currency requirements.

*(Sourced from: Trainer Professional Development Log)*

# Section 4: Vocational competency and Industry currency

The following vocational competency evidence table allows trainers and assessors to provide a record of vocational competency and to maintain a record of evidence supporting the currency of their industry skills.

Keeping up to date with the requirements of industry should include being regularly exposed to industry workplaces, participating in workplace tasks or attending a workplace to experience the latest techniques, processes and resources.

**Instructions for Trainers and Assessors**

You are required to review all units of competency currently being offered and map your experience to each unit of competency. Evidence for each unit must be specific to that unit’s performance criteria, skills and knowledge requirements.

If industry currency relates to Task Description competency, please provide Task Description code. E.g. ‘Refer to specific task competency ‘BO01’.

## Trainer overview

Leticia Johnson is a qualified Trainer and Assessor working full time at JBS Beef City Plant.

Duties include:

* Observing and supporting Employees/Trainees
* Assessment of employees/Trainees
* Conducting new staff inductions
* Conducting class room training including core units
* Discuss with Supervisor employee/trainee progress and any gaps identified

##### Experience:

15 years’ experience in the meat industry and an additional 11 years in training.

##### Area/Position:

Classroom Trainer and Administration

|  |  |
| --- | --- |
| **AMP20316 Certificate II in Meat Processing (Abattoir)** | |
| **Vocational competency** | Industry Currency |
| AMPX209 Sharpen knives  Competent:  MTMPSR203A is superseded by and equivalent to AMPX209 - Sharpen knives | **Training:**  SL01\_V3 Slicing Forequarter 1/11/2019 Competent  **Application:**  Knives are sharp and in good condition for the day’s production. |
| AMPCOR201 Maintain personal equipment  Competent:  MTMCOR201A Is superseded by and equivalent to AMPCOR201 - Maintain personal equipment | **Training:**  KF77(A)\_V2 - Disease Terminal Recording competent 27/4/2020  **Application:**  Ensuring personal equipment is maintained, cleaned and stored as per manufacturers and JBS safety requirements at all times. Developing a comprehensive understanding of maintaining personal equipment for each task and specific requirements. As an induction trainer all storage, use and maintenance of PPE is managed by induction trainers. Regular discussions with Supervisors and HR to ensure trainees follow the requirements of the industry ensures I keep up to date with any changes. |
| AMPCOR202 Apply hygiene and sanitation practices  Competent:  MTMCOR202A Is superseded by and equivalent to AMPCOR202 - Apply hygiene and sanitation practices 29/8/13 | **Training:**  Managing Manufacturing through the Coronavirus Crisis Competent: 7/7/2020  **Application:**  Ensuring Trainees are fully aware of the risks involved in lack of hygiene and sanitation practices. This involves educating Trainees in ensuring quality hygiene and sanitation practices are adhered to, specifically outlined in each Task Description. |
| AMPCOR203 Comply with Quality Assurance and HACCP requirements  Competent:  MTMCOR203A Is superseded by and equivalent to AMPCOR203 - Comply with Quality Assurance and HACCP requirements 29/8/13 | **Application:**  Working with Training Coordinator to update Task Descriptions in accordance with industry requirements or changes in task requirements. Ask the trainee to identify controls in their area and why they are important. |

|  |  |
| --- | --- |
| Unit of competency | Industry currency and professional development |
| AMPCOR204 Follow safe work policies and procedures  Competent:  MTMCOR204A Is superseded by and equivalent to AMPCOR204 - Follow safe work policies and procedures | **Training:**  PRC127 Manual handling 3/7/2020  Fire Extinguisher Training 16/6/2020  **Application:**  Daily review to ensure trainees are following all safety requirements for their work station and before and after shift requirements. Checking to ensure PPE is worn correctly and educate trainees on correct replacement of worn equipment. |
| AMPCOR205 Communicate in the workplace  Competent:  MTMCOR205A is superseded by and equivalent to AMPCOR205 - Communicate in the workplace | **Training:**  Respectful Behaviours 30/6/2020  Train the Trainer 24/9/2020  **Application:**  Daily discussions with trainees and employees to ensure they are supported during their training. Conversations with Supervisors and support staff to assist in the training support.  Understanding communication barriers/challenges within the meat industry and adapting communication channels to enable effective training and assessment. |
| AMPCOR206 Overview the meat industry  Competent:  MTMCOR206A is superseded by and equivalent to AMPCOR206 - Overview the meat industry | **Application:**  15 years’ experience in the meat industry and an additional 11 years in training. This experience enables a thorough history of the industry and JBS in regards to policies and industry specific information. Updated due to working on the job and being part of any identified updated industry regulation changes. |
| AMPA2045 Trim forequarter to specification  AMPA2048 Inspect forequarter to specification  AMPA2044 Trim necks | **Training:**  PRC09 Knife safety 3/10/2014  SL01 Slicing Forequarter Competent 1/10/2019  **Application:**  At times, I undertake the slicing task to assist with production requirements. I follow the task description requirements and ensure that all products are trimmed from the forequarter as outlines in the task description.  Remove any fat, blood clots, foreign muscle, red bark and defects such as bone chips, bone cartilage as specified in Task description. Trim neck to remove any contamination and remove halal stick wounds to ensure regulations are followed i.e. AUS-MEAT |

|  |  |
| --- | --- |
| Unit of competency | Industry currency and professional development |
| AMPA2046 Trim hindquarter to specification  AMPA2047 Inspect hindquarter and remove contamination | **Training:**  SL02 Slicing Hindquarter Competent 1/11/2019  **Application:**  At times, I undertake the slicing task to assist with production requirements. I follow the task description requirements and ensure that all products are trimmed from the hindquarter as outlines in the task description.  Remove any fat, blood clots, foreign muscle, red bark and defects such as bone chips, bone cartilage as specified in Task description. |
| AMPX202 Clean work area during operations | **Training:**  PRC04 Hot water handling competent: 30/6/2020  SL02 Slicing Hindquarter Competent 1/11/2019  SL01 Slicing Forequarter Competent 1/10/2019 |

# Section 5: Mapping Information

Does not hold equivalent unit but does have industry experience to address all Performance Criteria to train and assess for each unit.

## Tasks undertaken as a JBS Workplace Trainer

Daily discussion with room Supervisor to determine specific requirements of product being packed and how the packing must be done.

Regular discussion with competent person how the trainee is adapting to the training. Provide support and additional knowledge to the trainee to assist their learning

Daily monitoring sheets are completed for training observed which records hours worked using monitoring sheets for all employees.

Development and review of task descriptions as they require updating or review is conducted by all workplace trainers.

As an induction trainer Tish is required to show trainees through the work station and set the trainee up with a competent person (buddy). Tish will assist and demonstrate the requirements of the task, when required.

|  |
| --- |
| AMPA2070 Identify cuts and specifications |

|  |
| --- |
| Relevant Training:  SL02 Slicing Hindquarter Competent 1/11/2019  SL01 Slicing Forequarter Competent 1/10/2019 |

|  |  |  |  |
| --- | --- | --- | --- |
| Element | Number | Performance Criteria | Industry experience |
| Identify meat cut specifications | 1.1 | Identify and explain elements of meat cut specification | A meat cut specification is based on the customer requirements. Specifications are defined through cutting lines, fat depth and muscle removal which are free of defects. |
|  | 1.2 | Describe products to specification according to workplace procedures and customer requirements. | All meat cuts have different specifications and depending on customer requirements will determine specification is required. E.g. Four different types of rumps, fat coverage, muscle removal. |
| Select products | 2.1 | Correctly sort products and select by specification according to workplace requirements. | Depending on what area, depends on what cuts. If damage occurs, then it goes in to a different order. Defined by the task and the task description on how a product would be sorted for that area. |
|  | 2.2 | Accurately measure products to specification according to workplace procedures. | Specifications may alter throughout your shift, a supervisor will advise you of the correct specifications as required. |
|  | 2.3 | Identify out-of-specification product and take corrective action according to work instructions. | Any contamination (grease, rail dust, hair etc.) must be trimmed off and placed into a red tub. If your knife becomes contaminated you must sterilise it before continuing. |

|  |  |  |  |
| --- | --- | --- | --- |
| AMPA2071 Pack meat products | | | |
| Relevant Training:  CS23\_V4 Cryovac Reinspection Competent 20/1/2020 | | | |
| Element | **Number** | **Performance Criteria** | **Industry experience** |
| Check packing area | 1.1 | Check packing area for hygiene and operational requirements prior to commencing work, in accordance with work instructions | Packing area must be checked to ensure there are no hazards, all packaging is available. Before stepping into the work area, you must visually inspect it to ensure the area is free of any slip or trip hazards. |
| Pack meat product | 2.1 | Select product to be packed and check for defects according to customer and workplace requirements. | Supervisor provides customer specifications before shift and what products need to be packed as per the customer requirements. Check under lights for Zero Tolerances  Need to check for foreign objects and packaging errors. I.e. Label is correct, correct products, contamination, correct weight |
|  | 2.2 | Take corrective action according to workplace requirements if product is out-of-specification. | For any out-of-specification products Supervisor must be notified and product may require rework/placed on dropped meat table. |
|  | 2.3 | Handle out-of-specification product according to workplace requirements. | Isolate product and notify Supervisor immediately. |
|  | 2.4 | Select correct packaging materials according to workplace and customer requirements. | As each carton proceeds along the conveyer, inspect each carton for and remove any defective cartons from the production line by placing them onto the reject carton roller conveyer. |
|  | 2.5 | Check packaging for defects in accordance with work instructions. | As each carton proceeds along the conveyer, inspect each carton for damage such as tears, moisture or blood stains and excessively high bulging. |
|  | 2.6 | Pack and arrange product according to workplace and customer requirements. | Check individually for airy bags, if any defects are found, these cartons must be removed from the Production. |
|  | 2.7 | Weigh product according to workplace and regulatory requirements, if this forms part of work instructions. | Ensure weight of product matches customer requirements and/task description specifications. |
|  | 2.8 | Identify food safety hazards associated with packing and minimise them by implementing preventative measures. | The product in the carton must be inspected for defects such as bone chips, foreign meat, bruising, ink, grease, hair and any other foreign matter. Check the product for airy bags, if any defects are found, these cartons must be removed from the Production line and placed on the reject carton roller conveyer |
|  | 2.9 | Identify and comply with workplace health and safety requirements for packing, including safe manual handling. | At all times you must carry out safe work practices ensuring the safety of yourself and others. You must be fully alert at all times. |
|  | 2.10 | Label packed product according to workplace requirements (if this forms part of work instructions). | Check the labels for faults such as wrong product, product codes, labels and product not matching and incorrect date or incorrect trade description. |

|  |  |  |  |
| --- | --- | --- | --- |
| AMPA2078 Inspect meat for defects in a packing room | | | |
| Relevant Training:  SL02 Slicing Hindquarter Competent 1/11/2019  SL01 Slicing Forequarter Competent 1/10/2019  CS23 Cryovac Reinspection competent 20/1/2020 | | | |
| Element | **Number** | **Performance Criteria** |  |
| Insect meat cuts for defects | 1.1 | Identify types of contamination to be detected including bone chips, fibre, grease, excreta, ingesta and bruising | The product in the carton must be inspected for defects such as bone chips, foreign meat, bruising, ink, grease, hair and any other foreign matter. |
|  | 1.2 | Consistently detect meat cuts with contamination defects or return them to the slicer for trimming | Only product free from defects is to be packed. |
|  | 1.3 | Promptly report consistent contamination problems to the supervisor | Any regular contamination that is identified is immediately reported to the Supervisor. |
| Identify meat that is outside specification | 2.3 | Identify out-of-specification meat or return to trimmer for re-working | Any out-of-specification product must be returned to the slicer for rework, if it is able to be reworked. |
|  | 2.4 | Dispose of contaminated trimmings according to workplace procedures | Any contamination must be trimmed and placed in the correct bins. All equipment must be sterilised before continuing task. |

|  |  |  |  |
| --- | --- | --- | --- |
| AMPA2109 Store carcase product | | | |
| Element | **Number** | **Performance Criteria** |  |
| Store carcase product | 1.1 | Use rails according to workplace requirements to transfer carcase product to storage area. | Carcases move from Kill floor to chillers and they are directed on to different rails. The PRC for this task outlines the rails and how they work. The moving of the gates is explained before commencement of the task so the bodies can be moved on to the rails correctly. |
|  | 1.2 | Transport carcase meat product to designated area for storage according to workplace and health and safety requirements. | Carcases must be loaded left to right to ensure filling of chillers is done as per JBS requirements. |
|  | 1.3 | Identify and store carcase meat product in appropriate area according to workplace requirements. | Carcases must be stored and not touching and spaced to prevent contamination between carcases. This also enables carcases to chill evenly with proper air flow. |
|  | 1.4 | Store carcase meat product at correct temperature according to workplace and regulatory requirements. | Informed by Supervisor when suitable to remove carcases from chiller. Chiller assessors check with probe re temperature. |
|  | 1.5 | Meet specific workplace health and safety requirements related to working in cold areas and manual handling according to workplace and regulatory requirements. | PPE such as freezer jackets, freezer gloves must be worn to manage working in a cold area.  Correct manual handling is conducted at all times when moving carcases to prevent injury and also exercises between carcase – beef pushing, to prevent muscle issues. |

|  |  |  |  |
| --- | --- | --- | --- |
| AMPA2110 Store carton product | | | |
| Element | **Number** | **Performance Criteria** |  |
| Store carton product | 1.1 | Transport, rack or palletise carton meat product in accordance with workplace and health and safety requirements. | When transporting and palletising cartons there may be slippery surfaces and you must be aware of forklifts in a cold environment. Ensure your PPE is the right equipment for cold environment. Take a break from the cold, if needed. |
|  | 1.2 | Identify carton meat product according to labelling. | Carton labels are accurate with meat products packed. |
|  | 1.3 | Store carton meat product in appropriate area in accordance with workplace requirements. | Cartons are stacked according to labels and on pallets as per the customer requirements. Check for damaged product and ensure correct product is segregated as per labelling. |
|  | 1.4 | Store carton meat product at required temperature. | Cartons must be stored as per requirements from export and/MSQA specifications. |
|  | 1.5 | Check temperature (if part of work instructions). | There are two different temperature requirements depending on if the cartons are chilled or frozen:  Chilled: less than 2oc - 3oc  Frozen: usually -12oc.  Supervisors are notified of temperature checks by QA. |
|  | 1.6 | Meet workplace health and safety requirements related to working in refrigerated areas. | Ensure manual handling practices are always followed when working with stored carton product. In a cold environment, surfaces can become slippery. Be aware of forklift drivers and follow JBS walkways to ensure safe work practices. |

|  |  |  |  |
| --- | --- | --- | --- |
| AMPX208 Apply environmentally sustainable work practices | | | |
| Element | **Number** | **Performance Criteria** |  |
| Identify current resource use | 1.1 | Identify workplace environmental and resource efficiency issues | Making sure waste goes in to correct bins. Drain grates have not been removed. Scraps removed not pushed down drains. |
|  | 1.2 | Identify resources used in own work role | Drains, water wastage processes, bins provided for different waste. Processes for waste management |
|  | 1.3 | Identify wastes and emissions created by own work role | Water wastage, noise pollution, PPE wastage |
| Comply with environmental regulations | 2.1 | Follow regulatory requirements, work instructions and procedures to ensure compliance | Environmental policy must be followed in the Team member Handbook. Induction discusses possible environmental issues and how we can improve our impact on the environment around the plant. |
|  | 2.2 | Identify non-conformances and follow corrective action procedures | Report to the Supervisor or notify worker that the process is not accurate and advice of correct process. |
| Seek opportunities to improve resource efficiency | 3.1 | Follow enterprise plans to improve environmental practices and resource efficiency | Ensure drains are not clogged by waste to prevent waste going in to waterways. Follow waste management processes around various areas of the plant and follow the direction of the signs provided or follow the task description for that area. |
|  | 3.2 | Make suggestions for improvements to workplace practices in own work area | Make sure they turn the taps off at breaks. Putting rubbish in correct bins. I.e. recycling, placing correct rubbish in correct bins. E.g. Kill floor – paper waste should go to render product  Cardboard in to cardboard bins. |

|  |  |  |  |
| --- | --- | --- | --- |
| AMPA2111 Locate storage areas and product | | | |
| Relevant Training:  PRC121 Plate freezer training 9/10/2015  CS23 Cryovac reinspection 20/1/2020 | | | |
| Element | **Number** | **Performance Criteria** |  |
| Locate storage area | 1.1 | Receive and apply information containing stock location to workplace requirements. | Load out store frozen and chilled in separate areas. Labels on cartons  Carcases in chillers also have tags.  Show them the codes and what they are and what get stored where |
|  | 1.2 | Follow and apply workplace signs, codes and labels to workplace standards and regulatory requirements. | Where they are palletising what codes determine what pallet. Code specifications are provided by shipping clerk and based on export and requirements. |
| Identify product | 2.1 | Correctly identify product in accordance with workplace documentation, signs, codes, labels and brands. | Code identification is used to identify the products within the cartons. Check that the labels match the location of the carton according to the palletising codes. |
|  | 2.2 | Assess information on product location either electronically or manually from company records. | Check with shipping clerk to confirm the company records if required to check information provided. |
|  | 2.3 | Check product for quality in accordance with workplace quality standards. | Check that halal and non-halal products are separate and labelling confirms the product. Ensure the product carton is not damaged or wet from condensation. Use chiller sheets, grading sheets and load out summaries to ensure the quality of the product meets customer requirements. |
| Check product | 3.1 | Check product storage to ensure workplace requirements are met. | There are two main refrigeration systems – chillers and freezers and each area has specific storage requirements depending on the customer specifications. |
|  | 3.2 | Pick, count, consolidate, replenish or adjust product to meet workplace, customer and regulatory requirements. | Supervisor will advise customer requirements and from information provided by Shipping Clerk, there may be requirements to select and consolidate specific orders in preparation for customer despatch. Export requirements provide specific regulatory requirements regarding labelling and packaging to ensure correct exporting of product. |
|  | 3.3 | Identify routine problems with product storage area and take corrective action in accordance with workplace requirements. | Product cartons get damaged from Forklift or lifting and needs to be removed before despatch to customers. Cleaning of chillers ensures condensation does not build up and prevents damage to product. |

|  |  |  |  |
| --- | --- | --- | --- |
| AMPX205 Clean chillers | | | |
| Element | **Number** | **Performance Criteria** |  |
| Clean chillers | 1.1 | Clean chillers in accordance with cleaning program and workplace, workplace health and safety and regulatory requirements | Chillers are cleaned daily and firstly are only cleaned when empty and starts with a dry clean. Then the use of foam and a hose is used to wet clean chillers. Sanitise fog is used and follows chemical requirements as per task description. They are then checked for condensation. |
|  | 1.2 | Workplace health and safety risks and requirements are identified specifically for chillers | Must wear undamaged PPE and freezer coat for high cold environment. Freezer gloves must be work and respirator must be used when mixing chemicals for fogger. |
|  | 1.3 | Identify specific areas of contamination risk for the products | Contamination can occur from blood, chemicals or waste left in the chillers after use. By following the daily cleaning schedule this prevents the contamination risk. |
|  | 1.4 | Handle and store chemicals according to workplace requirements | Chemicals must be stored in the designated chemical area and handled with a respirator where required and following the SDS for that chemical. PRC must be conducted before commencing this task. |

|  |  |  |  |
| --- | --- | --- | --- |
| AMPA2049 Remove spinal cord\* | | | |
| Relevant Training:  PRC127 Manual handling 3/7/2020  KF77(A)\_V2 - Disease Terminal Recording 27/4/2020 | | | |
| Element | **Number** | **Performance Criteria** |  |
| Remove spinal cord | 1.1 | Remove spinal cord and dura mater from split carcase in accordance with the work instructions, and, where relevant, in compliance with the Specified Risk Materials (SRM) requirements of customers | Begin removal at hindquarter and ensure removal of all spinal cord and dura mater occurs as per the task description diagrams and description. Visually inspect the area and ensure all reminant’s are removed. |
|  | 1.2 | Monitor removal to meet Quality Assurance (QA) specifications | Follow the export standard for ‘mad cow disease’ and use reporting forms if any issues arise. Reinspect carcase before moving in to chillers to make sure no SRM is present. Report any issues to Supervisor/QA. |
|  | 1.3 | Operate rise and fall platform according to workplace requirements (where part of trimmer's duties) | Follow the instructions on operating the rise and fall platform |

|  |  |  |  |
| --- | --- | --- | --- |
| AMPA3068 Prepare and despatch meat products | | | |
| Relevant Training:  CS23\_V4 Cryovac Reinspection Competent 20/1/2020  PRC121 Plate freezer training 9/10/2015 | | | |
| Element | **Number** | **Performance Criteria** | **Industry experience** |
| Identify product required for meat product | 1.1 | Identify and label products in accordance with trade descriptions | To find the information for export and domestic requirements check the export meat orders and load out summaries to ensure the labelled product is accurate. The shipping clerk will prepare the despatch order to ensure the documents are accurate for shipping. |
|  | 1.2 | Identify products in accordance with company requirements | Products are identified using product codes and as per the task description specific to the task and must be identified to match the customer specifications. Check temperature, load out schedule and documentation to ensure the customer requirements match the product. Report any incorrect cartons to Supervisor immediately and send carton to be repacked and rectified |
| Check customer requirements for delivery of order | 2.1 | Confirm customer requirements to determine product order delivery arrangements | Supervisor will advise customer requirements and from information provided by Shipping Clerk, there may be requirements to select and consolidate specific orders in preparation for customer despatch. Export requirements provide specific regulatory requirements regarding labelling and packaging to ensure correct exporting of product. Work with Supervisor and Shipping Clerk to ensure the customer requirements are correct before despatch. |
|  | 2.2 | Check customer requirements to confirm whether the order is domestic or export so as to comply with appropriate regulatory and importing country requirements | Product is arranged in preparation for despatch according to customer requirements and loadout schedule and JBS documentation to check product is export or domestic and requires specific country requirements. Product is stored according to these differences. |
|  | 2.3 | Confirm temperature and storage requirements for product order and arrange in accordance with workplace requirements | QA Officers conduct temperature checks and ensure product is stored as per the regulatory requirements. If a product If incorrect temperature product is returned to the plate freezer if too warm. |
| Arrange orders | 3.1 | Identify products for an order and confirm chiller location | Cartons must be stacked according to customer requirements. The same product code located on the top right hand corner of the label. Non halal must be kept segregated from Halal product at all times and are identified with a Non Halal sticker and are placed on pallets in different parts of the cold stores/chillers. |
|  | 3.2 | Assemble product and check against documentation to ensure correct order is sent out | Identify and segregate products according to the labels/tags/stickers and follow the load out summary and chiller sheets. |
|  | 3.3 | Prepare meat order in accordance with workplace health and safety, hygiene and sanitation, Quality Assurance (QA) and regulatory requirements | Ensure manual handling is followed and any damaged cartons are sent to be repacked. Make sure segregation of halal and non halal occurs at all times and visually inspect loads for any condensation and fill out hygiene sheet before load commences. |
|  | 3.4 | Identify cartons and/or carcases unsuitable for load out and take appropriate action | Check all cartons to ensure there are no wet cartons, damaged or bulging. Must be removed and repacked if found. |
| Complete documentation | 4.1 | Correctly complete despatch documentation either manually or electronically to workplace and regulatory requirements | Complete all orders using the loadout schedule and documents like chiller sheets etc. to check if the product has all of the appropriate regulatory and importing requirements. On completion cross check total count with tally clerk and sign in sheet. |

# Section 6: RTO Checklist

To be completed by RTO Management team.

Please fill out the below table as verified if the following elements have been confirmed:

|  |  |  |  |
| --- | --- | --- | --- |
| Documents provided as evidence | Yes | No | n/a |
| Certified Qualifications have been provided and verified |  |  |  |
| All supporting documentation i.e. Task Descriptions have been provided to support vocational (industry) currency |  |  |  |
| Trainer/assessor has provided sufficient verifiable evidence and is authorised to deliver/assess. |  |  |  |
| TAS has been updated |  |  |  |

# Section 7: Trainer Confirmation

|  |  |  |
| --- | --- | --- |
| **Trainer Confirmation** | | |
| I hereby state that the information provided in this form is true and correct. | | |
| Name of Trainer Assessor | **Signature** | **Date** |
| Leticia Johnson |  |  |