



MINTRAC



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**Special points of interest:**

- The 2008/9 MINTRAC training awards are now open!
- Results from WorldSkills Australia
- Request to smallgoods RTOs
- Upcoming events - professional development & meetings

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**The 2008/9 MINTRAC Training Awards are now open!!**

**Meat Industry Training Initiative Award**

Recognising a leading edge program or product developed and implemented for the purpose of providing high quality education and training in the meat industry.



**Meat Industry Employer of the Year Training Award**

Presented to an enterprise with 20 or more employees that demonstrates outstanding commitment and excellence in the provision of training to their employees.



**Meat Industry Training Provider of the Year**

For a Registered Training Organisation (RTO) with one or more qualifications from the MTM07 Australian Meat Industry Training Package on its scope of registration.

**Meat Industry Trainer of the Year**

Recognises innovation and excellence demonstrated by individuals providing vocational education and training to meat industry students.

**Meat Industry Vocational Student of the Year**

For a person who has undertaken an accredited vocational education and training qualification, relevant to the meat industry, within the last twelve months, either as a full-time or part-time student.



**Award details and application forms**

Go to the MINTRAC website: [www.mintrac.com.au](http://www.mintrac.com.au)

**Have you registered yet?**

**MINTRAC MI & QA Conference**

This year's conference will include speakers from Australia and overseas and offers a unique opportunity not only to hear from leading technical experts but also to network with QA, regulatory and training personnel from all over Australia.

**Holiday Inn Sydney Airport, Bourke Rd & O'Riordan St, Sydney 2020**

**Thursday 16 and Friday 17 October 2008**

**Register Now!**



## Upcoming events

**11 - 12 September**  
VIC Knife Sharpening  
Workshop, Geelong

**15 - 16 September**  
QLD Knife Sharpening  
Workshop, Cannon Hill

**18 - 19 September**  
NSW Knife Sharpening  
Workshop, Dubbo

**18 September**  
QLD Training Managers  
Network Meeting, Bris-  
bane

**19 September**  
QLD QA Managers Net-  
work meeting & QLD  
Environment Managers  
Network meeting

**22 - 23 September**  
SA Knife Sharpening  
Workshop, Murray  
Bridge

**23 - 24 September**  
Animal Welfare Cert II  
Workshop, Perth

**23 - 24 September**  
Meat Microbiology Work-  
shop, Melbourne

**30 September**  
HACCP Refresher Work-  
shop, Launceston

**2 - 3 October**  
HACCP Principles and  
Application Workshop,  
Cannon Hill QLD

**8 - 9 October**  
Animal Welfare Cert II  
Workshop, Young

**8 - 9 October**  
Meat Hygiene Assessment  
Workshop, Perth

**20 October**  
SA Environment Managers  
Network meeting & QA  
Managers Network  
meeting, Adelaide

**21 October**  
SA Training Managers  
Network Meeting, Ade-  
laide

## E-learning for small business—research findings

The Australian Flexible Learning Framework recently released a *What matters* publication summarising research findings in relation to e-learning for small business (less than 20 employees).

The key findings include:

- informal on-the-job training appears to be more common than formal or structured training, with the exception of professional and technical development
- training tends to focus on

short-term, unplanned 'bite-sized' chunks targeted at immediate business needs

- many business still prefer hands-on, face-t-face training, although demand for electronic methods of training is increasing
- around 60% of small business do not have a relationship with any type of training provider.

The *What matters* summary pamphlet, and the full report are available from

[www.flexiblelearning.net.au/research](http://www.flexiblelearning.net.au/research) or  
[enquiries@flexiblelearning.net.au](mailto:enquiries@flexiblelearning.net.au)



## Development commences on final group of Training and Assessment materials

MINTRAC has now been funded to commence development on Training and Assessment materials for the remaining 124 Units of Competency in MTM07. This project is due for completion in July 2009, at which time CDs with Training and Assessment materials will be available for all Units of Competency in the Training Package.

The current project covers Units of Competency for smallgoods, meat retailing, food safety auditing, Certificate IV and Diploma and Advanced Diploma.

MINTRAC welcomes input and advice from RTOs and other stakeholders in the form of:

- copies of existing training and/or assessment materials which can be used
- willingness to review and comment on sample materials
- preparedness to provide copies of work instructions and SOPs for specific tasks.

If you would like to assist in any way, please contact Jodie Hummerston or Jenny Kroonstuiver.

The final materials will be available for purchase on CD, and can be customised and copied to each RTO's specific requirements.



## Unique flavour combination

MINTRAC staff were dining in a Canberra restaurant recently, and came across the following tempting menu item:

*Green ham Tasmanian steak with streaky bacon and chat potatoes*

Tempted by the steak, but not too sure about the proposed colour, we inquired further, to be told it was a brand name.

After a few puzzled moments, we eventually realised it was *Greenhams!* Let's hope the menu has now been reprinted.



## Australian Meat Industry Leadership Program

The Australian Meat Industry Leadership program is again on offer to graduates of the Diploma of Meat Processing. The leadership program has been developed in conjunction with the Advanced Diploma of Meat Processing for middle to senior managers of meat processing plants who need to continue building their leadership and management skills.

### What is the Australian Meat Industry Leadership Program?

The Australian Meat Industry Leadership Program is a two-year course aimed at middle and senior managers of Meat Processing plants. The program consists of:

- training and assessment of four units of competency from the Advanced Diploma of Meat Processing
- team building and leadership training
- networking with participants from Meat Processing plants across Australia
- networking with industry leaders from MLA, AMIC, MINTRAC, and various

- plants.
- networking with past Meat Industry Leadership Program participants from across Australia
- graduation at the AMIC Australian conference.

### Ten reasons for enrolling your staff in the Australian Meat Industry Leadership Program

1. Learn new skills to help you in your current managerial role
2. Build on the knowledge you learnt in the Diploma of Meat Processing
3. Develop your technical and leadership skills to help you reach your career goals
4. Develop networks with industry members in similar job roles from around Australia
5. Learn from peers and industry experts in subjects specifically relevant to the meat industry
6. Network with influential industry members, such as AMIC, MLA and MSA representatives, Meat Processing CEOs, etc.
7. Graduate in front of Meat Industry peers and leaders at the AMIC national conference
8. Prepare yourself for the next step of learning—a Graduate Diploma of Agribusiness.
9. Get a two-year, \$15,000 program for just \$2000 (red meat levy payers only)
10. Introduce modern management techniques to your business.

*Could this be you?*



## Language, literacy and numeracy training for trainers

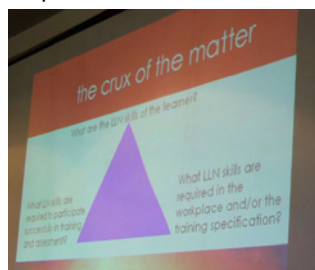
Over the past twelve months, MINTRAC has been busy developing a self-paced CD program for the Unit of Competency TAALLN401B Address language, literacy and numeracy issues within learning and assessment practices.

The CD can be used purely for professional development without assessment, or it can be used by an RTO to deliver accredited training in the Unit of Competency.

The CD includes case studies, proformas to help trainers locate and identify Employability Skills and language literacy and numeracy within Units of Competency, training resources, workplace tasks and assessment. It discusses alternative assessment modes, identification of LLN difficulties within trainees and strategies to teach LLN and Employability Skills within the context of the training. All the case studies and discussions

are focused on the meat industry.

The CD will be available from MINTRAC by the end of September.



## Products

### Meat Industry Cleaning—its up to you



This DVD has been compiled and upgraded from two pre-existing videos. Its all up to you & Cleaning up your act.

Reg price: \$60.00  
Meat processing levy payer: \$30.00

### Microbiology Booklet and DVD



Everyone who handles food needs a basic understanding of microbiology and how to prevent food contamination. This DVD contains 2 modules:

- Food safety
- Hygiene

Reg price: \$60.00  
Meat processing levy payer: \$30.00

### Essential skills for supervisors



These materials have been designed to train new supervisors and provide them with an overview of their role, and a pathway into further qualification, in particular in Certificate IV in Meat Processing.

Reg price: \$220.00  
Meat processing levy payer: \$110.00

**Meat Processing Assessor Training**

- Units of Competency:
- TAAASS401C Plan and organise assessment
  - TAAASS402C Assess competence

**29 - 31 October**  
Wagga Wagga, NSW

Upgrade from BSZ Cert IV in Assessment and Workplace Training to TAA40104 Cert IV in Training and Assessment

**20 - 21 October**  
Sydney, NSW

TAADEL301A Provide training through instruction and demonstration of work skills

**6 - 7 November**  
Toowoomba, QLD

**26 - 27 November**  
Tamworth, NSW

**10 - 11 December**  
Adelaide, SA

**7 - 8 April 09**  
On request, 15 places in each)

**21 - 22 April 09**  
On request, 15 places in each)

**13 - 14 May 09**  
On request, 15 places in each)

TAA40104 Certificate IV in Training and Assessment (full course)

**8 - 9 October, 18 - 19 February, 27 - 28 May**  
Perth, WA

**Reframing the future**

MINTRAC was granted funding from Reframing the Future, a Commonwealth Government initiative for professional development for VET trainers, in June this year to conduct an Action Learning project to for Meat Industry trainers to learn more about Employability Skills.

15 people signed up for the program representing meat processing, meat retailing and smallgoods sectors. The mix of sectors has provided a good opportunity for trainers to learn about different training methodologies being used in across the industry and the various challenges each sector faces.

The program commenced in early July with a two day workshop in Melbourne where participants had the opportunity to meet each other, learn a bit about Action learning models and Employability Skills. They also learnt a bit about online chatting, forums etc which would be necessary for the remainder of the program.

At the end of the two day workshop, the fifteen participants split into two

groups depending on their interests. One group decided to focus their efforts on developing LLN and Employability Skills Indicator tools which could be used on commencement of a traineeship or apprenticeship, while the other group was more interested in strategies to deliver training in Employability Skills and incorporating strategies into their current training delivery.

Since the workshop, the participants have been hard at work developing tools and ideas and discussing them over the internet using a Google groups site. They have had a very steep learning curve coming to grips with uploading files to websites and using wikis and forums. They also meet once a fortnight via a

teleconference to discuss their progress.

The first half of this program has been quite a struggle, coming to grips with new technology and also learning about Employability Skills and language, literacy and numeracy, but there is some progress being made on both counts and everyone is collaborating on the development of some good resources.

The program is due to end in October, by which time the industry may have a few Employability Skills Experts whom we can all hopefully draw on in the future.

Watch this space for updates on the program.



**Meat Hygiene Assessment Kit**

This training kit provides the training materials necessary to support the delivery of a comprehensive training program in Meat Hygiene Assessment (MHA). The program covers five Units of Competency from the MTM07 Australian Meat Industry Training Package. These units cover: Carcase Assessment, Process Monitoring, Boning Room Meat Assessment, Offal Assessment, Implementation of an MHA Program.

Regular price: \$ 220  
Meat Processing levy payer: \$110

**Revised and on sale!**



## WorldSkills Australia Results

WorldSkills Australia's primary function is promote and celebrate skills and Vocational Education and Training through skill competitions.

WorldSkills Australia competitions operate on a two year cycle. [Regional](#) competitions flow into [National](#) competitions and winners, if eligible, will advance to the [International Competition](#) to represent their country.

Projects of each competition

category are carefully designed and judged by industry experts to align with the current training and education provided within Australia's VET system.

### 2008 National Competition Results

The results are in for the WorldSkills Australia National Competition, Sydney 2008. Below are the Category winners of Gold, Silver and Bronze and the winners from the VETiS category are also listed by category.

Congratulations to all the winners and to everyone who participated.

**Gold - David Bleathman**  
Coles Supermarkets  
TAFE Tasmania - Hobart

**Silver - Timothy Gorman**  
Freshwater Gourmet  
Butchery  
TAFE NSW Illawarra Institute,  
Wollongong West

**Bronze - Bryce Smith**  
Woolworths - Scone  
TAFE NSW Hunter Institute  
Hamilton



**Congratulations to all the winners of the WorldSkills Australia National Competition!**

## Vet in Schools

MINTRAC is investigating models for meat industry qualifications to be delivered as VET in Schools subjects with the ultimate aim of developing a policy for the delivery of meat industry qualifications in Schools.

VET in Schools is the broad term given to any vocational training occurring within the secondary education (high school) framework. VET in Schools includes:

- Work experience
- Vocational studies
- School-based apprenticeships
- School-based traineeships.

There are a number of issues surrounding VET in Schools in the Meat Industry, not the least of which is Occupational Health and Safety. OH&S issues go beyond the usual issues surrounding trainees and apprentices due to the age and maturity levels of the students involved. There are also issues concerning responsibility, i.e. who is responsible for the student during workplace training – the company, the RTO, the

school or the parents? Certainly all parties need to be clear on this issue before the student commences.

Other questions that have arisen from interviews with RTOs and state training authorities include the following

- What age should a student be allowed to commence VET in Schools in the meat industry?
- What models of training are acceptable for students?
- What jobs are acceptable for school students?
- Should they be limited to jobs that do not require knives, and if so, are they going to be able to complete the qualification they have signed into?
- How many hours a week are acceptable for the training?
- Who teaches the underpinning knowledge?

Over the next twelve months, a committee will be established to investigate and review these questions with the intention of creating a

national policy on VET in Schools for the next version of MTM07.

If you would like to contribute to the investigation by sharing your VET in Schools experiences, good or bad, please phone Jodie Hummerston on 02 9819 6699.

**“MINTRAC is investigating models for meat industry qualifications to be delivered as VET in Schools subjects”**



**“Do you have workers that speak Malay, Potuguese or Tagalog?”**



**Core unit CDs coming soon in five different languages!!**

The long awaited translations of MINTRAC’s Certificate II core unit CDs are here.

Overview the meat industry was updated and is now available for sale in:

- English
- Malay
- Portuguese
- Tagalog (Filipino).

It will soon be available in Mandarin and Vietnamese.

Hygiene and sanitation has been updated and is now available in:

- English

- Portuguese
- Malay
- Tagalog (Filipino). It will soon be available in Mandarin and Vietnamese.

Maintain Personal Equipment and Quality Assurance practices have also been updated and are now available in English. They will shortly be available in all five other languages.

MINTRAC has also developed interactive CDs for Follow safe work practices and Communicate in the

workplace. These CDs will be available for sale in English and five other languages by the end of September.

If you would like to be notified when any of the above CDs become available, contact Daniel Ryan and he will add you to an early notification list.



**“We need your help”**



**Request to Smallgoods RTOs**

MINTRAC is currently developing training and assessment support materials for many of the Smallgoods Units of Competency for which there are currently no training materials, or for which there are only pre-training package materials, mostly developed in 1998.

MINTRAC is seeking assistance from RTOs throughout this project, in the following forms:

- to supply copies of training

materials the RTO has developed

- to supply copies of other materials which may assist in the development of the new materials
- to supply copies of assessment tools the RTO may already have developed.
- to review and comment on the draft materials
- to validate the assessment tools.

Assistance provided will receive appropriate acknowledgement in the text and a free copy of the final materials.

Could you please complete the attached form and return to MINTRAC as soon as possible?

[RTO Response sheet](#)

**Certificate IV in Training and Assessment training kit**



This resource kit has been designed to support training for the delivery of the TAA Certificate IV in Training and Assessment qualification. The objective of this kit was to develop suitable support materials and assessment tools to ensure that materials are relevant, meat industry specific and available to trainers. This kit includes training and assessment support materials, assessment tools and PowerPoint

presentations for facilitators to use during training sessions.

Regular price: \$ 220  
Meat Processing levy payer: \$110

**Revised and on sale!**



## Food Safety Auditing Project

National Food Safety Auditing competencies have been developed and accredited as part of the National Food Strategy with the aim of assisting with the move to standardise food safety auditing. The Department of Agriculture, Forestry and Fisheries (DAFF), along with the State Food Authorities, were major players in the development of these competencies.

These competency standards were included in the MTM07 Australian Meat Industry Training Package, but have not yet been fully implemented, and some potential issues in relation to applicability, prerequisites, hours of delivery, appropriate levels

and materials have already been identified.

The High Risk Food Safety standards have now also been developed and accredited by DEST, but as yet no assessment of their potential impact on and application to the meat industry has occurred.

MINTRAC will as part of this project work with regulatory authorities, RTOs and meat industry companies to identify an appropriate implementation strategy for these food safety auditing Units in the meat industry.

Having identified the appropriate strategy for the implementation food safety

auditing training MINTRAC will then move to ensure that company and RTO trainers receive the appropriate professional development resources to assist with this implementation.

As part of this strategy the materials developed will be piloted in industry training courses.

If you or your organisation are interested in participating in this project please contact Clive Richardson on 0409438390. RTOs that deliver auditing Units are especially needed to make an input into the implementation strategy and the piloting of training materials



## MINTRAC Manual Handling Resource

Manual handling is a significant hazard in the meat industry. It is the biggest factor attributed to injuries and accounts for around 55% of muscular-skeletal disorders in the industry.

The MINTRAC Manual Handling resource is available in a hard copy and on CD for

- all employees involved in any activity involving some form of manual handling
- managers or supervisors overseeing the implementation of correct OH&S
- new employees completing induction training

The CD is a 30 minute interactive CD that is devoted entirely to identifying and preventing the hazards associated with manual handling in the meat processing industry. It has been developed in

consultation with *Risk and Injury Management Service (RIMS)*. RIMS has extensive experience in OH&S and Ergonomics consulting and the development and delivery of screen based training programs.

This training resource has been extensively piloted through four processing plants covering both sheep and cattle and with various industry consultants who specialise in occupational health and safety training.

Throughout the training resource, it discusses the various aspects of manual handling and includes activities that can be completed in a group training environment or individually as well as real life industry case studies. The main sections of the training resource include

- What is a manual task and

what are manual task injuries

- How can manual task injuries be prevented
- What to do if you are injured

Additional resources  
The MINTRAC Manual Handling resource is in the final draft form and will be available in the coming weeks. For more information please contact Kate Christensen at [kchristensen@mintrac.com.au](mailto:kchristensen@mintrac.com.au)



**“Manual handling is the biggest factor attributed to injuries and accounts for 55% of muscular-skeletal disorders in the meat industry”**



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## Animal handling techniques: a behavioural and attitudinal approach

For the last two years MINTRAC has been engaged in an animal handling project which has three objectives. Firstly it set out to assess the current skills, attitudes and performance of stock handlers in Australian meat processing plants. Secondly the project aimed to objectively assess the impact of current handling practices on stress levels and thirdly address any skills and attitude problems identified by enhancing MINTRAC's training programs.

### Progress to date

#### Phase One

The first phase involved assessing the existing attitudes and behaviours of stock handlers in the red meat processing industry. It involved assessing the performance of 82 stockmen in 22 plants around Australia in both export and domestic plants.

This assessment was undertaken by the Animal Welfare Science Centre at the Melbourne University in Victoria (which worked on the AMIC National Animal Welfare Standards). This study showed that there is a great deal of variation in the standard of animal handling in abattoirs and that there was room for improvement. In addition the study found that there was a strong link between stock handler attitude and their propensity to use negative handling behaviours.

#### Phase Two

This second phase studied the impact of handling behaviours on stress levels and came up with a number of recommendations in order to minimise the stress experienced by animals prior to slaughter. This research phase confirmed that negative handling

behaviours such as using goads, yelling and the excessive use of dogs had a clear and significant impact on the stress levels of animals in processing plants. It is also established that positive handling behaviours did not increase stress levels and in the case of talking and whistling actually reduced stress levels

#### Phase Three

In this third phase MINTRAC is working to upgrade the animal handling training materials. In addition to incorporating the research outcomes MINTRAC in conjunction with Monash University is designing a self paced computer aided learning program that focuses on stock handler attitudes. This new training material will be available to industry in early 2009.

## MINTRAC Scholarship Program

### This is a reminder about the various opportunities available through the MINTRAC Scholarship program.

The scholarship program has been running since 2001 and funds scholarships to encourage research in the meat industry, attract people to work in the industry and provide opportunities for workers already in the industry to progress their careers.

There are four streams of the of scholarships offered by MINTRAC: 30% postgraduate research; the international research grant; employee upskilling; and the MINTRAC undergraduate.

The postgraduate scholarship is for students undertaking Doctorate, Masters or Honours in a discipline that is relevant to the meat industry.

The international research grant is a sum of \$5000 to be matched by the applicants employer, which will go towards the cost for one person employed in the Australian Meat industry to travel overseas to research an area of interest to them and their company, for example, knife sharpening in NZ, electrical stunning in the US.

The employee upskilling scholarship is for people already employed in the meat industry wishing to further their qualifications. MINTRAC will cover 70% of the course

fees and the applicants employer paying the remaining 30%. Studies can range from diploma in business management to computer studies.

The undergraduate scholarship is designed to encourage people to join the meat industry and undertake qualifications which will benefit the meat processing industry in the future.

If you are interested in applying for one of the scholarships, please contact Kate Christensen at [kchristensen@mintrac.com.au](mailto:kchristensen@mintrac.com.au)