



Volume 7 Issue 3

March 2010

## Welcome to the 2010 MINTRAC

### FINDING COMMON GROUND

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In this edition of MINTRACer we welcome delegates to the 2010 MINTRAC Training Conference in Brisbane.

Over the next two days we will be informed and educated by speakers who have travelled from all over Australia. We issue a special welcome to those who are here for the first time, and a welcome back to those who support the conference every year.

Our keynote speakers this year are Kevin Cottrill, CEO of AMIC, and Robin Shreeve, CEO from Skills Australia. AMIC and Skills Australia are the peak organisations affecting meat industry education and training, and it is fitting that they should be invited to set the scene for the sessions to follow.

The workshops sessions, following the themes of 'Finding Common Ground', 'the Other Jobs that

Matter' and 'Strategic Directions' offer a wide variety of presentations and opportunities to ask questions and provide comment.

Please take the time to visit our many exhibitors and participate in the displays and activities they offer.

The conference dinner features entertainment from the talented group Interactive Theatre Australia, plus the presentations for the MINTRAC Training Awards. We hope that as many delegates as possible will join us for a night of fun and celebration.

MINTRAC staff will be on hand to assist you during the conference. We welcome your comments, questions and feedback.

Enjoy the 2010 conference!

### Upcoming meat industry conferences and national meetings

Last week of August/first week of September :	10 November 2010:	AMPC Technology Committee Meeting – venue TBA. Contact AMPC 02 9439 6888
23-24 September 2010:	11 November 2010:	AMPC Environment Committee Meeting – venue TBA Contact AMPC 02 9439 6888
21-22 October 2010:	17-18 November 2010:	MINTRAC Meat Retail Trainers Conference – Sydney
AMIC National Conference – Gold Coast. Contact AMIC 02 9086 2241		
MINTRAC Meat Inspection and QA Conference – Melbourne		

**2011 MINTRAC National Training Conference**  
*Training for a Sustainable Industry*  
 30-31 March 2011

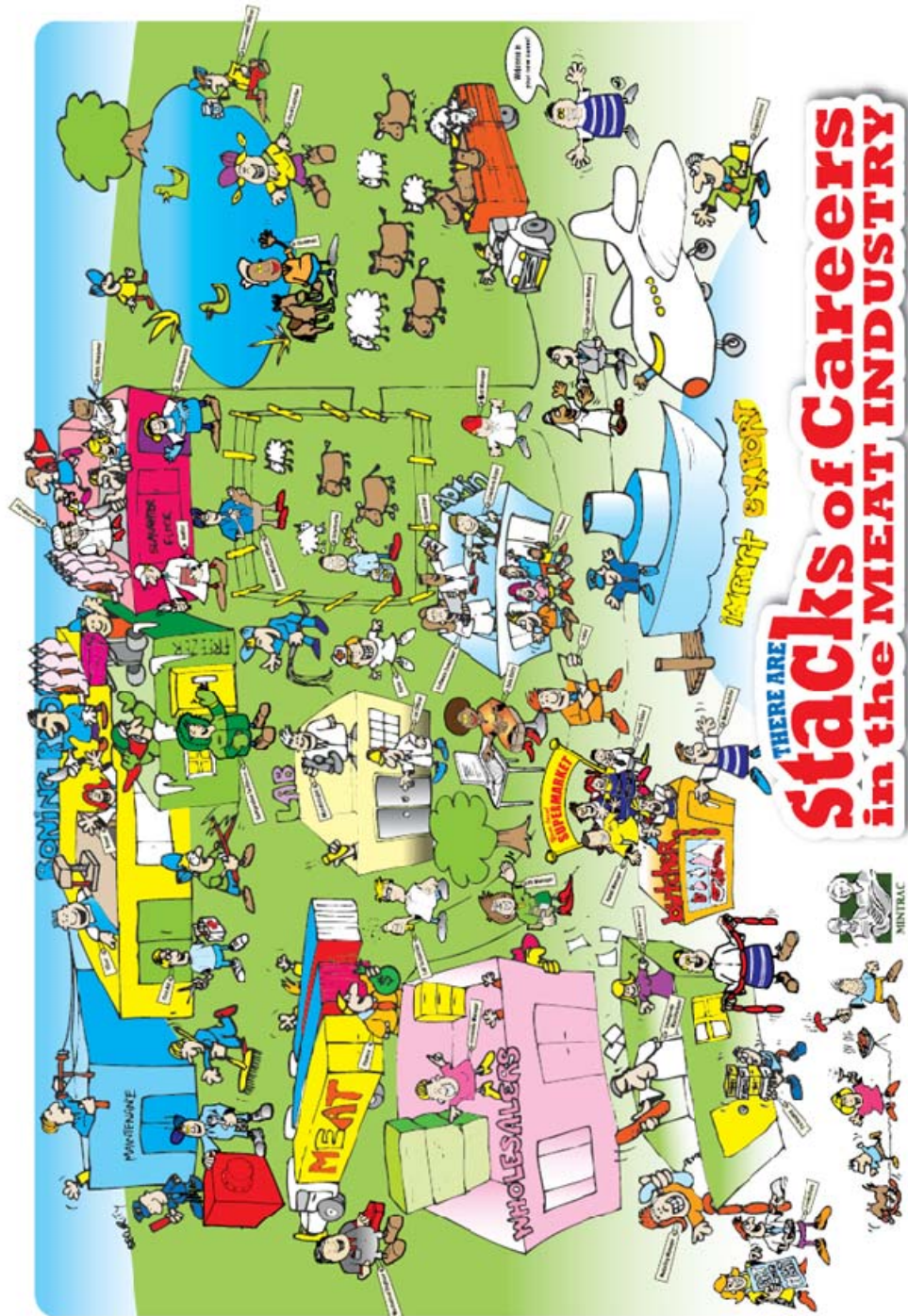
## Careers promotion

MINTRAC is pleased to introduce our new careers promotional poster.

This poster will be distributed to schools, career advisory services and anyone upon request. A copy of this poster can be obtained at the

MINTRAC exhibition booth.

If you would like to order additional copies, please contact MINTRAC on 1800 817 462.



## Meet the 2010 Training Awards finalists

### Meat Industry Employer of the Year Training Award

Dardanup Butchering Company



Wingham Beef Exports Pty Ltd



### Meat Industry Training Provider of the Year Training Award

Fletcher International Exporters (WA)



South West Institute of TAFE



### Meat Industry Training Initiative Award

Hunter Institute of TAFE

Fast Track Apprenticeship Program

Southern Queensland Institute of TAFE

Conquering Distance Program

### Meat Industry Vocational Student of the Year

Andrew Mason

Midfield Meat



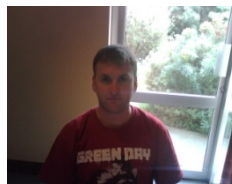
Ronante Asidor

CRF



Simon Allen

CRF



Jayden Kirley

Marks Super IGA



### Meat Industry Trainer of the Year Award

No nominations were received for this award

## How can you customise the MINTRAC Training and Assessment materials?

MINTRAC staff are constantly reminding trainers that training and assessment materials must be customised. But, what does customisation actually mean? This article provides some ideas about how you might make better use of the Training and Assessment materials.

The entire document of Training and Assessment materials for a Unit of Competency is a trainer resource and should never be reproduced and handed to trainees without customisation.

### 1. Training support materials

The information contained in the training materials is essentially a resource for *trainers*. Usually the material is not suitable for reproduction and handing out to trainees without modification.

However, segments can be used with trainees, in the following ways.

- Develop short handouts or information sheets.
- Insert your own company photos and information from SOPs or WIs.
- Create PowerPoint presentations using the headings, adding photographs and then use the general text to speak to the PPT presentation.
- Create one-page revision sheets with essential information.
- Add in useful materials you have accessed from other sources.
- Modify the text and make it electronically available to students to use as reference material.
- Adjust the language and style of the text to suit your trainees' reading skills.
- Develop a short photographic or video sequence demonstrating the process/product/skill as used in your company.

### 2. Ideas for training

- Create a 'task sheet' modifying the activity to suit your own company workplace.
- Modify the activity to be suitable for pairs or groups or to be completed electronically.
- Develop new activities and add to your bank of training resources.
- Develop problem-solving exercises or challenges for your trainees to address using given resources.
- Use a language, literacy and numeracy specialist to team teach.

### 3. Sample assessment tools

Usually, three sample assessment tools are provided. If used, these will meet the requirements for three different forms of assessment. However, it is essential that they are modified before use. Remember that whenever an assessment task is modified, it must be re-mapped in the Evidence Guide.

Modifications might include the following.

#### Workplace Referee's report

- Remove or add questions to suit your own company SOPs and WIs.
- Modify the format so that there is plenty of room for the Referee to write comments.
- Discuss the report with the referee and add comments of your own from the conversation.
- Video the trainee at work and then discuss their performance with the referee.

#### Explanation, question and answer of underpinning knowledge

- Remove or add questions to suit your own company SOPs and WIs.
- Divide into several shorter tests.
- Add your own instructions so that trainees are clear on the assessment

*This article is an extract from the MINTRAC support booklets for industry trainers. These booklets are available free to conference participants – just ask for one at the MINTRAC stand.*

requirements, what is required to 'pass', and how feedback will be provided.

- Use the test as an oral test, and record the answers electronically.
- Put the test on-line, so that students can enter their answers electronically, and then print off their completed test paper.
- Have the test translated into the Trainee's first language.
- Allow the trainee to have access to reference materials to complete some parts of the test in 'open book' style.
- Change the test into more of an 'assignment' by allowing trainees a couple of days to seek answers to the questions by talking to work colleagues, supervisors, and reading reference materials.
- Explain *how* to complete the test to trainees from other cultures, e.g. explain what to do with multiple choice.

#### **On-the-job assessment with assessor observation**

Most of these sample assessment sheets have been written with the assumption that the Assessor will have an opportunity to talk to the trainee during the assessment. In many situations, this will not be practical. If the assessor is not able to speak to the trainee during the assessment, the assessment task must be modified, and re-mapped to the Evidence Guide.

- Remove or add questions to suit your own company SOPs and WIs.
- Video the trainee performing the task, and then at a separate time, meet with the trainee to discuss the trainee's performance and address the underpinning skills and knowledge requirements.
- Make detailed notes of your observations as a trainee works, and then separately discuss your observations with the trainee, and ask

questions to address underpinning skills and knowledge requirements.

- Modify the assessment sheet to ensure that you have plenty of space to make notes about your observations.
- Observe the trainee several times to ensure consistency of performance; ensure you record the date, time and location of each observation.
- Use an interpreter to assist with translations during the assessment.

#### **Classroom activity**

- Adjust the activity to be an individual, paired or group exercise.
- Use photographic or video segments to add interest to the activity.
- Use a problem-solving approach – show an example of poor performance or product and ask the trainees to identify the issues and causes.
- Re-write the activity as an assignment task.

#### **Create your own assessment tasks**

Three is not the magic number. Your trainees might be better suited to four or five shorter assessment tasks. Look at the suggestions on the last page of the *Unit of Competency* for additional assessment approaches which might be used for that unit. Then, write your own assessment tasks. Don't forget to re-map to the Evidence Guide.

*Three is not  
the magic  
number*

## Conference Gold Sponsors



Meat & Livestock Australia (MLA), is a producer-owned company, working in partnership with industry and government to achieve a profitable and sustainable red meat and livestock industry. MLA has the unique responsibility of providing marketing and research services to its 46,500 livestock producer members and the broader red meat industry to help them meet community and consumer expectations. MLA provides R&D and marketing services to the red meat industry.

For more information on MLA please visit there website at [www.mla.com.au](http://www.mla.com.au).



Australian Meat Processor Corporation Ltd (AMPC) is a national corporation representing Red Meat Processing plants throughout Australia. AMPC is funded by statutory levy payers and supported by its members. AMPC members come from all sectors of the red meat processing industry – from the large multi-nationals to the regional butcher. AMPC's goal is to provide a service that is of significant value to their members. AMPC's vision is for a profitable and sustainable red meat processing industry that meets consumer and community expectations.

Find out more about AMPC at [www.ampc.com.au](http://www.ampc.com.au).

## Thank you to the sponsor of the MINTRAC Training Awards-Hepworths



MINTRAC would like to thank Hepworths for sponsoring the 2010 Employer of the Year and Vocational Student of the Year competition. Hepworths have kindly donated \$1000 worth of product to the 2010 Employer of the Year winner. They have also donated goods to the

2010 Vocational Student of the Year winner.

Winners from all MINTRAC Training Award categories will be presented at the 2010 MINTRAC National Training conference dinner.



## A future leader of the Australian meat industry

Rebecca Kelson is not new to the meat industry. She first started in the meat industry as a high-school student at Midfield Meats in Victoria, where she worked as a Boning Room Packer. Over the five years she worked at Midfields, she held a number of roles in boning room and QA.

For the last eight years, Rebecca has worked at Australian Country Choice in Brisbane, where her career has progressed from Quality Officer to Senior Supervisor in Retail Ready. During this time, she has undertaken a number of training courses, including Certificates III and IV in Meat Processing (Meat Safety) and the Diploma and Advanced Diploma of Meat Processing, as well as AusMeat and HACCP courses.

When applying for the National Leadership Program, Rebecca and her managers undertook to map out her career plan. ACC have targeted Rebecca as a Group Manager for their company

within the next twelve years, with a couple of other management positions along the way.

Rebecca joined the Leadership Program to better equip herself with the necessary business skills to carry out her current role. She has achieved a great deal with the skills she has developed through the course, especially using the tools and strategies she has learnt to manage her team. Recently, Rebecca commented on her team's structure being developed and the positive progress her team has made on implementing new processes to manage the logistics more efficiently.

We look forward to watching her career progress over the next few years.



## Diploma of Meat Processing

Register now for the following units:

### MTMPS5609B Manage, maintain & continuously improve OHS plans & systems

- to be delivered by Southern Queensland Institute of TAFE
- 3 days face-to-face workshop in Brisbane
- several online conference sessions with course facilitator (dates to be negotiated during the workshop)

### MTMPS5604B Manage maintenance systems

- to be delivered by Response Learning
- 3-day face to face workshop in NSW or Victoria (dependent on numbers)

- several online conferencing sessions with course facilitator (dates to be negotiated during the workshop)

For more information, speak to

- Wendy Hall, Response Learning
- Jeff Bradbury, SQIT
- Jodie Hummerston, MINTRAC

See MINTRAC stand for dates and to register

**These are the last two MINTRAC-funded units.**





# MINTRAC STAFF

If you need anything or have any questions during the conference we are happy to help!

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