

## Meat Processing (Retail Butcher)

**AQF VET qualification:** Statement of Attainment towards Certificate III in Meat Processing (Retail Butcher) (MTM30811)

**Training Package:** Australian Meat Industry (MTM11) version 2

BOS course name	Pattern of study	BOS course number	Schools Online (Administration) entry advice
Meat Processing (240 hours)	2 units x 2 years	54630	Enter this course number for both Preliminary (Year 11) and HSC (Year 12)
	<b>and</b>		
	4 units x 1 year	54636	Enter this course number for either Preliminary (Year 11) or HSC (Year 12)
Meat Processing (360 hours)	3 units x 2 years	54634	Enter this course number for both Preliminary (Year 11) and HSC (Year 12)
Meat Processing (420 hours)	3 units x 1 year	54632	Enter this course number for either Preliminary (Year 11) or HSC (Year 12)
	<b>and</b>		
	4 units x 1 year	54636	Enter this course number for either Preliminary (Year 11) or HSC (Year 12)

**Eligibility:** These courses are only available to students undertaking a school-based apprenticeship.

**Exclusions:** Meat Processing (Abattoirs)  
Meat Processing (Meat Retailing)

### HSC course requirements

#### Meat Processing (240 indicative hours)

- the possible qualification outcome is a Statement of Attainment towards Certificate III in Meat Processing (Retail Butcher) (MTM30811)
- accredited for a total of 4 units at the Preliminary and/or HSC level
- attempt units of competency to a minimum of 240 HSC indicative hours
- mandatory work placement requirements are met by the on-the-job training component of the school-based apprenticeship.

#### Meat Processing (360 indicative hours)

- the possible qualification outcome is Statement of Attainment towards Certificate III in Meat Processing (Retail Butcher) (MTM30811)
- accredited for a total of 6 units at the Preliminary and/or HSC level

- attempt units of competency to a minimum of 360 HSC indicative hours
- mandatory work placement requirements are met by the on-the-job training component of the school-based apprenticeship.

### **Meat Processing (420 indicative hours)**

- the possible qualification outcome is a Statement of Attainment towards Certificate III in Meat Processing (Retail Butcher) (MTM30811)
- accredited for a total of 7 units at the Preliminary and/or HSC level
- attempt units of competency to a minimum of 420 HSC indicative hours
- mandatory work placement requirements are met by the on-the-job training component of the school-based apprenticeship.

The requirements for the completion of an HSC VET course are different to the requirements for AQF VET qualification completion. Registered Training Organisations (RTOs) need to ensure that delivery of courses meets HSC course requirements and complies with Training Package rules.

For a course to count towards the HSC program of study, students must satisfy the course completion criteria as required by the Board of Studies. (Refer to the [Assessment Certification Examination \(ACE\) website.](#))

There must be sufficient evidence that the student has:

- followed the course developed by the Board
- applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course
- achieved some or all of the course outcomes
- (where applicable) undertaken the mandatory work placement.

### **Unit credit for the Higher School Certificate**

Meat Processing (Retail Butcher) HSC VET courses count as Board Endorsed unit credit for the HSC but do not contribute towards an Australian Tertiary Admission Rank (ATAR).

To facilitate flexibility of VET in the HSC, courses may be delivered as Preliminary, as HSC or as a combination of Preliminary and HSC units.

The HSC credit units will be allocated to students' Preliminary and/or HSC patterns of study as required.

The pattern of study (BOS course number) entered on *Schools Online (Administration)* should reflect the delivery of the HSC VET course over successive years. For example, delivery of a 240 HSC indicative hour course over two years should be entered as 2 units x 2 years. Students will be credentialled for the HSC credit units entered each calendar year, provided they have satisfactorily completed the course requirements for that calendar year as determined by the school, college or RTO.

## Course content

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
<b>Group A – Stage 1</b>		
<a href="#">FDFOP2061A</a> Use numerical applications in the workplace	core Group A – Stage 1	20
<a href="#">HLTFA301B</a> Apply first aid	core Group A – Stage 1	20
<a href="#">MTMCOR201A</a> Maintain personal equipment	core Group A – Stage 1	20
<a href="#">MTMCOR202A</a> Apply hygiene and sanitation practices	core Group A – Stage 1	30
<a href="#">MTMCOR204A</a> Follow safe work policies and procedures	core Group A – Stage 1	20
<a href="#">MTMCOR205A</a> Communicate in the workplace	core Group A – Stage 1	20
<a href="#">MTMCOR206A</a> Overview the meat industry	core Group A – Stage 1	20
<a href="#">MTMPSR203A</a> Sharpen knives	core Group A – Stage 1	25
<a href="#">MTMR101C</a> Identify species and meat cuts	core Group A – Stage 1	10
<a href="#">MTMR102C</a> Trim meat for further processing Prerequisite: <a href="#">MTMPSR203A</a>	core Group A – Stage 1	5
<a href="#">MTMR103C</a> Store meat product	core Group A – Stage 1	10
<a href="#">MTMR104C</a> Prepare minced meat and minced meat products Prerequisite: <a href="#">MTMPSR203A</a>	core Group A – Stage 1	15
<a href="#">MTMR106C</a> Provide service to customers	core Group A – Stage 1	15
<a href="#">MTMR203C</a> Select, weigh and package meat for sale	core Group A – Stage 1	5
<a href="#">PRMCL38A</a> Clean a food handling area	core Group A – Stage 1	15
<b>Group B – Stage 2</b>		
<a href="#">MTMCOR203A</a> Apply Quality Assurance practices	core Group B – Stage 2	30

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
<b>Group B – Stage 2 cont/d</b>		
<a href="#">MTMPR201C</a> Prepare and operate a bandsaw	core Group B – Stage 2	10
<a href="#">MTMR201C</a> Break and cut product using a bandsaw Prerequisite: <a href="#">MTMPR201C</a>	core Group B – Stage 2	10
<a href="#">MTMR202C</a> Provide advice on cooking and storage of meat products Prerequisite: <a href="#">MTMR106C</a>	core Group B – Stage 2	5
<a href="#">MTMR204C</a> Package product using manual packing and labelling equipment	core Group B – Stage 2	5
<a href="#">MTMR207B</a> Use basic methods of meat cookery Prerequisite: <a href="#">MTMPSR203A</a>	core Group B – Stage 2	30
<a href="#">MTMR210B</a> Make and sell sausages	core Group B – Stage 2	20
<a href="#">MTMR211B</a> Produce and sell value-added products Prerequisite: <a href="#">MTMPSR203A</a>	core Group B – Stage 2	5
<a href="#">MTMSR201C</a> Prepare and slice meat cuts Prerequisite: <a href="#">MTMPSR203A</a>	core Group B – Stage 2	30
<a href="#">MTMSR202C</a> Trim meat to specifications Prerequisite: <a href="#">MTMPSR203A</a>	core Group B – Stage 2	20
<b>Group C – Stage 3</b>		
<a href="#">MTMR320B</a> Locate, identify and assess meat cuts	core Group C – Stage 3	20
<b>Group D – Stage 1</b>		
<a href="#">MTMR107C</a> Process sales transactions	elective Group D – Stage 1	10
<b>Group E – Stage 2</b>		
<a href="#">MTMR212B</a> Receive meat product	elective Group E – Stage 2	10
<a href="#">MTMSR204C</a> Despatch meat product	elective Group E – Stage 2	5
<a href="#">SIRXFIN001A</a> Balance point-of-sale terminal	elective Group E – Stage 2	15

## AQF VET qualification

Qualification packaging rules are contained in the *Australian Meat Industry Training Package (MTM11)* at <http://training.gov.au>.

In summary, to attain the full Certificate III in Meat Processing (Retail Butcher) (MTM30811) students will need to achieve 43 units of competency:

- a) Stage 1
  - 15 core units of competency from Group A
  - 1 elective unit of competency from Group D.
- b) Stage 2
  - 10 core units of competency from Group B
  - 1 elective unit of competency from Group E.
- c) Stage 3
  - 13 core units of competency from Group C
  - 3 elective units of competency from Group F.

## Other information

### Criteria for the endorsement of Board Endorsed VET courses (VET BECs)

The criteria for endorsement of VET BECs are outlined in the *Guidelines for Stages 5 and 6 Board Endorsed VET Courses* available on the Board's website at [www.boardofstudies.nsw.edu.au/voc\\_ed/board-endorsed-courses.html](http://www.boardofstudies.nsw.edu.au/voc_ed/board-endorsed-courses.html).

### HSC VET course delivery

HSC VET courses can only be delivered by an RTO with the relevant qualification and units of competency on their scope of registration. Scope of registration can be checked at <http://training.gov.au>.

RTOs offering training programs for the delivery and assessment of Meat Processing (Retail Butcher) HSC VET courses must meet the requirements of the VET Quality Framework, the [Australian Meat Industry Training Package \(MTM11\)](#) and the HSC course.

Information about the delivery of HSC VET courses by RTOs other than school system RTOs or TAFE NSW institutes is contained on the Board's [Assessment Certification Examination \(ACE\) website](#).

Non-government schools outsourcing delivery of HSC VET courses to external providers also need to refer to the *Registered and Accredited Individual Non-government Schools (NSW) Manual* or *Registration Systems and Member Non-government Schools (NSW) Manual* which are available on the Board's website at [www.boardofstudies.nsw.edu.au/manuals/#regaccredsystemsmanuals](http://www.boardofstudies.nsw.edu.au/manuals/#regaccredsystemsmanuals).

### HSC work placement requirements

Work placement is a mandatory HSC requirement for all Meat Processing (Retail Butcher) VET courses.

Students undertaking HSC VET courses as part of a school-based apprenticeship or traineeship will meet mandatory work placement hour requirements through the on-the-job training component of the school-based apprenticeship or traineeship.

Students' outside employment (ie not under the auspices of the school) may be recognised towards the requirement for work placement in a VET course (ACE 8051 – [Assessment Certification Examination \(ACE\) website](#)).

Non-completion of work placement is grounds for withholding the HSC course. Schools and colleges are advised to follow the procedure for issuing 'N' determinations as outlined on the Board's [Assessment Certification Examination \(ACE\) website](#).

### Allocation of HSC indicative hours of credit

Units of competency drawn from Training Packages are not defined in terms of duration. The amount of time required by individual students to achieve competency will vary according to their aptitude and experience. Where a training program is designed for delivery by an RTO, the RTO will specify the length of the training program according to the delivery strategies and/or curriculum resources chosen.

However, for the purposes of the HSC, VET courses must be described in terms of their indicative hours. For this reason, indicative hours for unit credit towards the HSC have been assigned to each unit of competency. It is emphasised that the assignment of indicative hours does not imply that all students will fulfil all requirements of a unit of competency within these hours. RTOs may determine that additional or fewer hours are required for the achievement of particular competencies. However, this does not alter the HSC indicative hours allocated, only the delivery hours.

Students may need to spend additional time practising skills in a work environment and completing projects and assignments, in order to fulfil Training Package assessment requirements.

### **Exclusions**

Where there is significant overlap between an HSC VET course and other HSC VET or general education courses, the Board has an exclusion between the courses. Exclusions are applied at a course level rather than at the unit of competency level.

Students can only undertake the Meat Processing (Retail Butcher) (240 indicative hours) course or the Meat Processing (Retail Butcher) (360 indicative hours) course or the Meat Processing (Retail Butcher) (420 indicative hours) course.

Schools should check all course exclusions when determining an appropriate pattern of study for their students.

Course exclusions for Meat Processing (Retail Butcher) are detailed on the first page of this course description.

### **Recognition of Prior Learning (RPL) and credit transfer within VET courses**

Students who have current knowledge, skills or experience relevant to a VET course may be granted credit towards the course requirements.

Arrangements for RPL and credit transfer within VET courses, including processes, application forms and examples of possible scenarios, are detailed on the Board's website at [www.boardofstudies.nsw.edu.au/voc\\_ed/rpl.html](http://www.boardofstudies.nsw.edu.au/voc_ed/rpl.html).

### **School-based apprentices and trainees**

Information regarding provision for school-based apprentices and trainees within the HSC is available on the Board's website at [www.boardofstudies.nsw.edu.au/voc\\_ed/apprenticeships-traineeships.html](http://www.boardofstudies.nsw.edu.au/voc_ed/apprenticeships-traineeships.html).

Information on requirements and arrangements for NSW school-based apprenticeships and traineeships is available at [www.training.nsw.gov.au/individuals/apprenticeships\\_traineeships/school\\_based/index.html](http://www.training.nsw.gov.au/individuals/apprenticeships_traineeships/school_based/index.html).

### **Students with special education needs**

Students with special education needs may access a VET course in one of two ways:

- by undertaking the course under regular course arrangements, or
- by undertaking selected units of competency within the course that have been identified through the collaborative curriculum planning process.

For more information, see the [VET Courses and Students with Special Education Needs](#) fact sheet on the Board's website.

### **Students in Years 9 and 10 (Stage 5)**

In certain circumstances students in Years 9 and 10 (Stage 5) may access Stage 6 VET courses. Further information is available on the Board's website at [www.boardofstudies.nsw.edu.au/voc\\_ed/stage-5.html](http://www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html).